

## Minutes of the Meeting of Ampleforth Parish Council held in the Village Hall on Thursday 5 September 2013 at 7.30pm

**Present** Councillors F Toynbee (Chairman), R Lane, M Raynar and C Smith.

**Also Present** One members of the public and V Ellis (clerk).

### 1. Apologies

The council received and approved apologies from Councillor Pite

### 2. Code of Conduct and the Ethical Framework

Councillor Thompson declared a non-pecuniary interest in agenda item 6a.

### 3. Minutes

The council resolved to agree and sign the minutes of the Meeting held on the 4 July 2013.

### 4. Public Participation

The member of public present did not wish to speak to the council.

### 5. Exchange of information and items for next agenda. To include Chairman & Clerk's Report

The chairman reported that she had attended the Ampleforth Patients Forum.

Councillors reported that streetlights were out on West End, opposite the White Horse and overnight camping by a campervan in the village.

#### Documents Circulated

- i. APC. Response to Station Road Appeal submitted to Planning Inspectorate. DOE Appeal Ref APP/Y2736/A/13/2197184 including an FOI request to RDC about the counsel's advice. No response.
- ii. APP/Y2736/A/13/2197184 - RDC response and RDC Suggested Conditions (2)
- iii. APP/Y2736/A/13/2197184 – s106 agreement received from RDC.
- iv. Calls from resident concerned about new roof tiles put on by Yorkshire Housing and other matters. YH replied in detail. RDC confirmed in writing that planning permission was not required.
- v. RDC. 11/00570/FUL East End Garage. S106 agreement.
- vi. Ryedale Safer Neighbourhood statistics (2).
- vii. NYMNPA New grant scheme – Environmental Innovation Fund.
- viii. St Hilda's Church – Thank you from Sheila Harrison for flower arrangements.
- ix. NYMNPA Design Guide Part 5: New Agricultural Buildings.
- x. YLCA Good Councillors Guide 4<sup>th</sup> edition.
- xi. YLCA White Rose Update August 2013 Issue 3/13
- xii. Ryedale Plan Inspector's Report 2013.

#### Other information

- i. APC New website <http://ampleforth.ryedaleconnect.org.uk> . Clerk and web editors have received requests for information/additions, Sue & Jon thanked for putting info on about local businesses.
- ii. APC. Community Governance Review. Petition for sixth councillor – ongoing project.
- iii. APC Common Shares, tenancies and deeds. Documents arrived from NYCC Archives.
- iv. APC – Dennison Till – initial assessment for maximum of £500. Index map searches and commons searches underway. All correspondence from Kitching Walker forwarded to DT.
- v. APC –Ampleforth College has confirmed No's 28-30 can be removed from the wooden posts as the college now has its own lights in place. Quotes awaited from NYCC & elec. Board.
- vi. HH AONB – approved for 50% grant for bench in playing field. Exact location map provided by clerk and work can go ahead. Clerk waiting for written permission from Playing Field Committee.
- vii. NYCC Record Office – Ampleforth Parish Council Records – updated booklet received.
- viii. RDC. Parish councillor registers of interest forms on RDC website – not done yet by RDC.
- ix. NYCC Public right of way south of playing field – ranger said footbridge will be repaired asap.
- x. NYCC - footpath between Mill Farm and West End – ranger has asked a volunteer to survey the path and check out the difficult section.
- xi. NYMNPA, Highways Act 1980 - Section 119, Footpath 8 Ampleforth (Studford Farm) - Diversion Order 2012, Notice of confirmation of a public path diversion order.
- xii. Email requesting information about where Dr George Withington lived 1890-1930.
- xiii. Apologies for missing this meeting were received from Councillor Clare Wood.

### 6. Planning

#### a) The council considered the following applications.

- i) **Application No** NYM/2 013/0404/FL **Applicant** Mr and Mrs Thompson  
**Proposal** Erection of agricultural storage/workshop building, creation of access track and landscaping works. **Location** Glebe Farm, West End, Ampleforth. **Decision: No objection**

**ii) Application** No NYM/2013/0607/NM **Applicant** Mr John Browne  
**Proposal** Non material amendment to planning approval NYM/2010/0858/FL to allow the installation of windows in place of doors and alterations to the design of the central door to the side elevation. **Location** Prospect House, Ampleforth.  
**Decision: No objection**

**iii) Application No** 12/00586/FUL (amended earlier application)  
**Applicant** Ampleforth Abbey & College  
**Proposal** Erection of a four bedroom dwelling with detached double garage  
**Location** Land to the rear of Martlet House, Back Lane, Ampleforth – amended earlier app.  
**Decision: No objection**

#### **7. NYCC Bus Service Consultation**

After a discussion this item was deferred until the November meeting.

#### **8. Streetlights**

- a) The council agreed to the estimate of £1,500 from NYCC for replacing the streetlight on track between Back Lane & East End.
- b) This item was withdrawn as Ampleforth College have removed the streetlights.
- c) The council noted that NYCC have completed their work on the Ampleforth Parish Council streetlights on Station Road and St Hilda's Walk and that adoption by NYCC is underway.

#### **9. Cemetery and Churchyard – Trees and Fees and Memorials check**

- a) The council noted that no objection was received for the application to RDC by the council to undertake work on the churchyard trees.
- b) The council agreed the cost of the work to the large ash tree, £275. Mr Young will leave firewood stacked and in manageable pieces by the entrance gate and will clear away the rest.
- c) The council agreed that as long as the new quotation for the remaining work to the trees in the churchyard was not too different from the previous quotation, the work can go ahead.
- d) The council resolved to introduce an Exclusive Right of Burial Fee of £75 for 60 years.
- e) The council resolved to reduce the fees for memorials to £117 for memorials and £62 for a cremation stone/tablet.
- f) Councillors Pite, Smith and Raynar agreed to undertake an annual safety check of memorials in the churchyard and cemetery with the clerk.

#### **10. Litter signs**

The choice of locations for litter signs was delegated to councillors Smith and Pite.

#### **11. Planning and s106 agreements**

The council received the agreement for the East End Garage site.

#### **12. External Audit/Annual Return**

- a) The council noted that copies of the Notice of conclusion of Audit and right to inspect the Annual Return have been posted on the noticeboard.
- b) The council noted that the External Auditor has issued their certificate and opinion, and stated that the audit of the annual return for the year ended 31 March 2013 was complete, and that “on the basis of our review, in our opinion, the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”
- c) The council noted the comment under the heading “other matters not affecting our opinion which we draw to the attention of the council”, that ‘The Council did not provide an explanation for the variance between the prior and current year values in Box 6 of Section 1’.<sup>1</sup>

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<sup>1</sup> Box 6 which was not completed on the Variance Form was ‘All other payments’ which increased from £13,314 to £15,906, an increase of 19.5%, £2,592. (Parish Poll £1,818 and work on Millennium Green Path £950, total £2,768)

**13. Finance and Councillors' Audit and Governance**

- a) The council resolved to publish draft minutes on its website.
- b) The council noted that under the National Agreement, a 1% pay increase has been awarded to the clerk, back-dated to 1 April 2013.
- c) The council resolved to ratify the issuing of replacement cheques to Alec Thrower as those posted to him after the July meeting went astray in the post.
- d) The council resolved to ratify the payment by cheque of R Wedgwood on the 11<sup>th</sup> July as his account was received too late for the July meeting, cheque no. 100026, £436.
- e) The council resolved not to respond to the RDC Precept Consultation as it was too soon to prepare the parish council's budget.
- f) Councillors' Audit for July and August was arranged for September.
- g) The council received a bank reconciliation and a budget update to 31 July 2013.
- h) The council agreed the following payments and the cheques were signed.

100030	Ryedale District Council	RLP Inspectors Report	£4.70
100031	St Benedict's Church	Upkeep of churchyard grant	£250.00
100032	Ryedale District Council	Chairman's Charity Grant-Marie Curie only	£50.00
100033	Information Commissioners	Data Protection fee	£35.00
100034	A Thrower	Litter Picker/ MG Inspection	£96.00
100035	PKF Littlejohn	External Audit	£120.00
100036	SLCC	Clerk's Manual 2013	£47.50
		<b>Total</b>	<b>£765.20</b>

**Chairman                  Date**