

Minutes of the Meeting of Ampleforth Parish Council held in the Village Hall on Thursday 6 February 2014 at 7.30pm

Present Councillors Toynbee (chairman), Lane, Pite and Raynar
Also Present V Ellis (clerk).

1. Apologies

Apologies were received from Councillor Smith and were approved

2. Code of Conduct and the Ethical Framework

There were no declarations under the code of conduct.

3. Minutes

The council resolved that the minutes of the Meeting held on the 16th January 2014 be agreed and signed.

4. Public Participation

There were no members of the public present.

5. Code of Conduct and the Ethical Framework

Councillor M Raynar declared a non-pecuniary interest in Agenda Item 10 as her brother is a tenant.

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

Documents Circulated

- i. More Leader Funding, and consultation event at Hovingham
- ii. Letter from RDC to the YLCA re the Parish Grant 2014-2015.
- iii. Ryedale Plan: Sustainability Appraisal Methodology Update - January 2014.
- iv. Agenda - Western Area Parish Forum at the National Park Office, Helmsley, 19 Feb at 7.15pm.

Other information

- v. Public Right of Way - Mill Farm to West End. NYCC with help of NYCC Countryside Volunteers will install steps and handrail- ground is too wet for vehicular access at the moment.
- vi. Report of Ryedale Branch of the YLCA Meeting 4th February 2014.
- vii. The council received the resignation of the parish clerk.
- viii. Tree Management Plan received. The clerk authorised High Priority work to a tree in the vacant Common Share by Beacon Bank.
- ix. Village Hall Committee confirmed it would like the gates painted by Community Payback.
- x. Letter received from Totally Locally, Malton.

Outstanding matters - see endnote¹

7. Planning

a) The council considered the following application:

Application No. NYM/2014/0013/FL **Applicant** Mr and Mrs Thompson

Proposals Variation of condition 3 of planning approval NYM/2013/0404/FL to allow part use of building for housing of livestock. **Location** Glebe Farm, West End, Ampleforth, York YO62 4EA **Decision** No objection.

b) The council received the following result:

Application No. 13/01259/House. **Applicant** Mr G Gill. **Decision: Approval**

Proposal Erection of single-storey extension to rear to replace existing rear entrance porch. **Location** Victoria House, East End, Ampleforth, York YO62 4DA

8. Playing Field

The council asked the clerk to arrange a meeting with the playing field committee to see how the council could best assist.

9. Finance and Governance

a) **Grants:** The council resolved to grant Ampleforth Village Hall Committee a grant of £200 towards the Ampleforth Remembers commemorations.

b) **Grants:** Playing Field. This item was deferred.

c) The council reviewed the Audit Plan and resolved that it is adequate for its needs.

- d) Councillors Audit (Internal Controls): the council reviewed the terms of reference and scope of Councillors' Audit.
- e) Councillors Audit (Internal Controls): the council reviewed the work and effectiveness of Councillors' Audit and agreed that procedures were satisfactory.
- f) The council resolved that it receives adequate and regular financial information from the Responsible Financial Officer to keep it sufficiently updated, and that said information includes regular monitoring of payments and receipts against the budget.
- g) The council agreed the Terms of Reference of the Internal Auditor.
- h) The council reviewed the recommendations and comments of the Internal Auditor.
- i) The council reviewed the effectiveness of internal audit and agreed it had been useful.
- j) The council noted that the clerk has asked both the YLCA and the SLCC for the latest Financial Regulation templates with a view to reviewing/updating them but has been advised that they will be published after another change in legislation affecting parish councils which is expected within the next few months.
- k) The council noted that the Asset Register has been amended as the shredder is irreparable.
- l) The council received the running budget to the 31st January 2014.
- m) The council received the bank reconciliation to the 31st January 2014.
- n) Councillors each received a copy of the agreed budget for 2014-2015– detailed and summary.
- o) The council agreed the following payments and the cheques were signed.

200014	Ryedale Printers	Photocopying	£33.60
200015	G Thompson	Repair 2 benches	£165.00
200016	Lupton Fawcett Denison Till	Legal fees and searches	£889.00
200017	Artemisia Horticultural Consultancy	5yr Tree Management Plan	£960.00
200018	Douglas Tonks	Payroll	£48.00
200019	V Ellis	Salary	£508.67
200020	HMRC	PAYE	£6.00
200021	V Ellis	Expenses Jan/Feb	£55.35
200022	R Wedgwood	Hedge, gutter, branch	£85.00
		TOTAL	£2,750.62

10. Common Shares and the Cemetery

- a) The council received the report from Lupton Fawcett Denison Till.
- b) The council authorised the clerk and the chairman to sign a statement to the effect that the parish council has owned the common shares as per the list and the cemetery for at least 12 years.
- c) The council resolved to authorise the solicitor to undertake the registrations and work as outlined in his report.

Chairman

Date

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- i. Community Governance Review Petition delivered to RDC Nov 2013. Expected to take up to a year. *Local Government and Public Involvement in Health Act 2007*, s93 'The principal council must conclude the review within the period of 12 months starting with the day on which the council begins the review.' Update requested 28 Jan 2014 by the clerk.
 - ii. APC work – litter sign locations, cemetery/churchyard inspection, printer/copier – research started
 - iii. Signs for cemetery, Millennium Green and adjacent to churchyard to be ordered.
 - iv. One-way signs on Old Station Road - lights out, electricity board fault, NYCC don't know when they can be fixed.