

**THORNTON IN CRAVEN**  
**PARISH COUNCIL**

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**Minutes of the Annual General Meeting  
of Thornton in Craven Parish Council held  
in the Village Hall on Wednesday  
2<sup>nd</sup> May 2018 at 6.00pm**

**Present:**

Councillor Debbie Joyce  
Councillor Martyn Leigh,  
Councillor Martin Lockyer, (Chair)  
Councillor Michelle Graham-Roe  
Margaret Smith, Clerk

- 01.18 Election of Chairman 2018/2019 To sign the Declaration of Acceptance of Office**  
Proposed by Cllr Graham-Roe,  
Seconded by Cllr Joyce, and  
**Resolved:** That Councillor Martin Lockyer be elected Chairman for the year 2018/2019
- 02.18 Election of Vice Chairman 2018/2019 - To sign the Declaration of Acceptance of Office**  
Proposed by Cllr Lockyer,  
Seconded by Cllr Leigh, and  
**Resolved:** That Cllr Debbie Joyce be elected Vice Chair for the year 2018/2019
- 03.18 To receive any apologies.**  
Councillor Steven Briggs, District Councillor Patrick Mulligan and Councillor Robert Mason.
- 04.18 Recording of meetings.** The right to record the meeting was noted.
- 05.18 To receive any declarations of interest.**  
No declaration of interest were recorded on the items to be discussed.
- 06.18 To approve Minutes of the meeting held on the Wednesday 18<sup>th</sup> April 2018**  
Proposed by Councillor Lockyer,  
Seconded by Councillor Leigh, and  
**Resolved:** That the Minutes of the meeting held on the 18<sup>th</sup> April 2018 are a true record of proceedings and were signed by the Chair.
- 07.18 To review Standing Orders and Financial Regulations**  
Review and adoption of appropriate standing orders and financial regulations;
- i Review of inventory of land and assets including buildings and office equipment;  
**Two new benches at Millennium Corner to be added to assets**
  - ii Confirmation of arrangements for insurance cover in respect of all insured risks  
**Insurance – The long term policy was approved last year and runs until 31<sup>st</sup> May 2020.**
  - iii Review of the council's and/or staff subscriptions to other bodies;  
**YLCA subscription**
  - iv Review of the council's complaints procedure.  
**Standard Practice**
  - v Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;  
**New GDP regulations come into force on 25<sup>th</sup> May 2018 and will be reviewed and updated by the DPO**

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- vi Review of the council's policy for dealing with the press/media;  
**Standard practice**
- vii Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.  
**Standard practice**

### **Approval of Standing Order reviewed.**

Proposed by Cllr Lockyer,

Seconded by Cllr Leigh, and

**Resolved:** That following the review, the Standing Orders be adopted for the year 2018/19

### **Approval of Financial Regulations reviewed.**

Proposed by Cllr Lockyer,

Seconded by Cllr Leigh, and

**Resolved:** That, following the review, the Financial Regulations be adopted for the year 2018/19

### **08.18 Open Forum - For residents to raise issues to the Parish Council.**

No members of the public were present.

### **09.18 To receive a report from Craven District Council.**

No report given in the absence of Cllr Mason

### **10.18 To receive a report from North Yorkshire County Council.**

No report given in the absence of Cllr Mulligan

### **11.18 Finance report for April 2018**

#### **Balance of accounts 31/3/2018**

Current Account	£5,836.11
Deposit Account	£10,001.00

#### **Authorisation of payment for April 2018**

M. Smith (April Salary)	£168.21
Came & Co. (Insurance)	£510.69
JLM Ltd (snow clearing)	£432.00
<b>Total</b>	<b>£1,110.90</b>

Proposed by Cllr Lockyer

Seconded by Cllr Graham-Roe and

**Resolved:** That the Finance report and Payment Schedule for April 2018 are approved with the exception of the £432.00 for JLM which will be held over while a breakdown is requested.

### **12.18 To consider any planning applications.**

#### **12.18.01 Planning Applications**

None received

#### **12.18.02 Planning Applications granted:**

2018/18954/LBC Replacement of materials which have been used in the repair of the party wall, carried out under application 69/2016/10252.

Nuttercote Farm, Church Road. Thornton in Craven – Noted

It was agreed that a meeting should be arranged with NYCC Officer and Councillors to visit the boundary fence.

#### **12.18.03 Planning Applications refused:**

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None

**13.18 To receive an update on the benches at Millennium Corner.**

The two benches have now been installed and the old ones have been placed in Morrison's Meadow.

**14.18 To discuss street lighting issues and the ownership of the two lights at Sycamore Court.**

More details of street lighting upgrades will be discussed at the Annual Parish Meeting. It was agreed that the Parish Council adopt the two lights at Sycamore Court as it was unclear if they were originally the responsibility of the Parish Council.

**15.18 To receive an update with regard to the website archiving and any action to be taken.**

Cllr Joyce reported that a MailChimp account has been set up and email addresses imported. The database of residents email addresses compiled by the Social Committee which no longer exists, will be adopted by the Parish Council and will comply with GDPR, Consent forms will be sent out this week.

It was agreed that personal emails of Councillors will not be used and a new email address, cllr...@thorntonincraven.co.uk will be set up for all Councillors.

**16.18 To note the survey from NYCC Library & Community Services with regard to the archives.** Noted, survey will be completed.

**17.18 To receive an update from Environment Agency with regard to Earby beck.**

The Clerk contacted the Environment Agency with regard to debris in the beck. The Local Assets Team will inspect if there is a flood risk. The Environment Agency does not own the river and riparian landowners still have responsibility for watercourses on their land.

**18.18 To receive an update on GDP regulations.**

Following the training session attended by the Clerk, it was accepted that there would be quite a lot of work to be done to make the Parish Council compliant to GDPR. It was agreed that, for this year at least, we go ahead with the engagement of the Data Protection Officer from CDC and the Clerk will contact him for further instructions on the next step.

**19.18 Correspondence and matters brought to the attention of the Chair.**

No items brought forward.

**20.18 Date and time of next meeting.**

Parish Council Meeting Wednesday **6th June 2018 at 7pm**

There being no further business the meeting closed at 7pm