

THORNTON IN CRAVEN
PARISH COUNCIL

**Minutes of the Annual Parish Council meeting held
in the Village Hall on Wednesday
15th May 2019 at 7.00pm**

Present:

Councillor Steven Briggs,
Councillor Martin Lockyer, (Chair)
Councillor Martyn Leigh
Margaret Smith, Clerk
Annwyn Dean
Jonathan Summersgill

The new Declaration of Office Forms were signed by the Members

01.19 Election of Chairman 2019/2020

To sign the Declaration of Acceptance of Office

Proposed by Cllr Briggs,
Seconded by Cllr Leigh, and

Resolved: That Cllr Lockyer is reappointed as Chair and duly signed the Declaration of Acceptance of Office.

02.19 Co-option of new Councillor.

There were two nominations for Councillor for the 3 vacant positions.

Proposed by Cllr Lockyer,
Seconded by Cllr Briggs and,

Resolved: That Annwyn Dean and Jonathan Summersgill are appointed to the office of Parish Councillors and both duly signed the Declaration of Office forms.

03.19 Election of Vice Chairman 2019/2020

To sign the Declaration of Acceptance of Office

Proposed by Cllr Lockyer
Seconded by Cllr Briggs, and

Resolved: That Cllr Martyn Leigh is appointed as Vice Chair and duly signed the Declaration of acceptance of Office.

04.19 To receive any apologies.

Cllr Linda Harrison who is on holiday, and Ward Cllr Richard Pringle who is also on holiday.

05.19 Recording of meetings – The right to record the meeting was noted.

06.19 To record any declarations of interest. – There were no declarations of interest in the matters to be discussed.

07.19 To approve the Minutes of meeting held on Wednesday 3rd April 2019

Proposed by Cllr Leigh,
Seconded by Cllr Lockyer, and

Resolved: That the Minutes of the meeting held on Wednesday 3rd April 2019 were approved as a true copy and signed by the Chair.

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08.19 To review Standing Orders and Financial Regulations

- i. Review and adoption of appropriate standing orders and financial regulations;
- ii. Review of inventory of land and assets including buildings and office equipment;
- iii. Confirmation of arrangements for insurance cover in respect of all insured risks
Insurance – The long term policy was approved last year and runs until 31st May 2020.
- iv. Review of the council's and/or staff subscriptions to other bodies;
**Standard Practice – YLCA subscription
ICO subscription**
- v. Review of the council's complaints procedure.
Standard Practice agreed
- vi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- vii. Review of the council's policy for dealing with the press/media;
Standard practice agreed
- viii. 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 agreed

Approval of Standing Order reviewed.

Approval of Financial Regulations reviewed.

Proposed by Cllr Lockyer,

Seconded by Cllr Leigh, and

Resolved: That the Standing Orders and Financial Regulations for the Parish Council were reviewed and approved.

09.19 Open Forum - For residents to raise issues to the Parish Council.

No members of the public were present

10.19 To receive a report from Craven District Council.

Councillor Pringle sent his apologies as he is on holiday but is looking forward to working with the Parish Council following his election to the West Craven Ward.

11.19 To receive a report from North Yorkshire County Council.

In the absence of Cllr Mulligan no report was given.

12.19 To approve the Finance Report and Payment Schedule for April/May 2019 **Balance of accounts 31/3/2019**

Current Account	£7,927.37
Deposit Account	£10,001.00

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Authorisation of payment for April/May 2019

M Smith (April salary)	29/04/2019	180.57
HMRC (PAYE)	29/04/2019	28.60
D. Joyce (website hosting)	29/04/2019	25.32
Came & Co (Insurance)	15/05/2019	526.01
M Smith (May salary)	29/05/2019	180.37
HMRC (PAYE)	29/05/2019	45.20

Proposed by Cllr Lockyer,
Seconded by Cllr Leigh, and

Resolved: That the Financial Report and Payment Schedule for April/May are approved.

13.19 To consider any planning applications.

12.18.01 Planning Applications - None received

12.18.02 Planning Applications granted - None

14.19 To consider the quotations for the website.

Cllr Summersgill may have someone who can upgrade the website so this item is deferred until the next meeting.

15.19 To discuss street lighting issues and possibility of handing them over to NYCC following discussion at the Annual Parish Meeting.

Cllr Lockyer proposed that the street lights are upgraded and handed over to NYCC. There followed a discussion and it was agreed that further information is required on public works loans and the conditions that would be set by NYCC. The item deferred whilst further information is received.

16.19 To appoint up to two councillors to attend the YLCA Branch meeting in their area and to represent the council as voting representatives at those meetings.

Proposed by Cllr Briggs,

Seconded by Cllr Leigh, and

Resolved: That Cllr Lockyer and/or the Clerk would attend future YLCA Branch meetings.

17.19 To receive a report from the Events Committee.

The slides of old Thornton in Craven evening was very successful. The next event is the Bake off on Saturday 8th June.

18.19 Correspondence and matters brought to the attention of the Chair

The drain cover at the junction of Booth Bridge Lane is loose. To be reported

19.19 Date and time of next meeting. Wednesday 5th June 2019 at 7pm

There being no further business the meeting closed at 8pm