

PARISH COUNCIL OF NUNBURNHOLME WITH KILNWICK PERCY

Minutes of the Annual Parish Meeting and the Annual Parish Council Meeting held on Thursday 5th May 2022 at 19:00 in Nunburnholme Church.

Present: Cllr Phillips, Atkinson, Halkon, C Bird and R Bird.

ANNUAL PARISH MEETING

OPEN FORUM

Nothing was discussed here.

Meeting started at 19:05 hrs.

1. Signing of the Minutes of the 2021 Annual Parish Meeting

Cllr Phillip proposed to accept these as true and accurate record, Cllr Atkinson seconded this and all agreed.

2. Chairman Report

(Insert Cllr Phillips report here)

ANNUAL PARISH COUNCIL MEETING

1. **Welcome and Apologies** – Ward Cllr Rudd had sent his apologies prior to the meeting. Cllr Richardson was not in attendance.

2. Declarations of Acceptance and Register of Interests Forms

All Cllrs confirmed that their forms were up to date.

3. Nominations for Chair

Cllr Atkinson nominated Cllr Phillips for Chair, Cllr C Bird seconded this and all agreed. Cllr Phillips accepted the post but noted that next year a new Chair should be nominated. ACTION: Cllr Phillips to complete the relevant forms and send back to the clerk for ERYC.

4. Nominations for Vice Chair

This was discussed and agreed again that a Vice Chair was not needed.

5. Nomination for ERNLLCA Representative

All were happy for the point of contact with ERNLLCA to remain as the clerk.

6. **Declarations of Interest** – None.

7. Minutes from Previous Meeting

All agreed that these were a true and accurate record and were signed by Cllr Phillips.

8. Matters Arising (including outstanding actions not covered elsewhere on the agenda)

Wildflower Initiatives

Cllr Phillips has met with the parishioner who raised this, and the PC will produce a short briefing for public consultation. A date for the public meeting is to be organised. ACTION: Cllr Phillips to provide an update at the next meeting.

Planning Core Principles

Cllr Phillips suggested that he produce an outline document detailing these, Cllr R Bird proposed to accept this, Cllr Atkinson seconded this and all agreed. ACTION: Cllr Phillips to produce the document and circulate to all Cllrs for comment.

Nunburnholme Hill

This has not been progressed. ACTION: Cllr Phillips to write to ERYC to highlight issues.

NatWest

Cllr Phillips requested Cllr and clerk mobile phone numbers and advised that they should receive an email from NatWest asking that their applications be completed. The signatories will be the clerk, Cllrs Phillips, C Bird and Richardson.

Cllr Phillips asked the clerk if the PC required two signatories for each transaction. The clerk informed the PC that due to change in the financial regulations, only one signatory is required. As all payments will have been approved in a meeting before they are made, it would speed up the process if only one more member had to approve the payments once they have been put onto the system. Cllr R Bird proposed to accept this, Cllr Phillips seconded this and all agreed.

Jubilee Tree

Cllr Atkinson reported that the tree had been ordered and asked if the PC had received the funds. The clerk could not confirm this as she had not been sent the latest bank statement. The clerk suggested that a blank cheque be signed, and once confirmation of the grant was received, she would send the money to the jubilee committee. ACTION: Cllr Phillips to let the clerk know if the grant money has been received.

Water from Bratt Wood

Cllr Halkon noted that she had read through the history of the issues up until 2018. Cllr Phillips confirmed that he had the remaining documents. ACTION: Cllr Phillips to pass this onto Cllr Halkon so that this can be progressed.

9. Ward Cllr Report

No updates were provided in Ward Cllr Rudd's absence.

10. Accounts

The clerk had sent the accounts reconciliation, bank statement, invoices, and schedule of payments prior to the meeting. Cllr R Bird proposed to approve the schedule of payments, Cllr Atkinson seconded this, and all agreed. The following payments were approved:

Samantha O'Connor – £9.90 cheque no. 000806 (clerk travel expenses)

Samantha O'Connor – cheque no. 000807 (clerks' salary)

HMRC - £81.20, cheque no. 000808 (clerks PAYE)

Samantha O'Connor - £36.93, cheque no. 000809 (clerks backdated pay award from NALC)

Samantha O'Connor - £5, cheque no. 000810 (VAT balance repayment on LCN invoice for website domain)

Samantha O'Connor - £196.74, cheque no. 000811 (repayment for LCN website hosting fees)

Geekpoint - £25, cheque no. 000812 (website updates)

ICO - £35 (data protection fees - direct debit form completed by Cllr Phillips and Richardson)

ERNLLCA - £279.98, cheque no. 000813 (membership fees)

11. Planning Applications

22/01021/PLF Erection of a stable block with associated storage following removal of existing sheds and construction of a menage. Location: Land Northwest of Roseberry House, Town Street, Nunburnholme, YO42 1QY

A discussion was held, and Cllr Atkinson proposed to support the application, Cllr Phillips seconded this and all agreed. The PC asked the clerk to document the decision and ask ERYC to consider drainage on the land due to historical issues with running water. ACTION: Clerk to respond accordingly.

22/01028/PLF Change of use of part of ground floor and all of first floor of existing garage to additional living accommodation ancillary to main dwelling. Location: Huckleberry House, Church Lane, Nunburnholme, YO42 1QU

A discussion was held, and Cllr Richardson proposed to support the application, Cllr Phillips seconded this and all agreed. The PC asked that ERYC make a caveat that the new living accommodation is not used as a holiday let or let separately in the future. ACTION: Clerk to respond accordingly.

12. Asset Register Review

The clerk had sent this prior to the meeting for Cllrs to update if necessary. No amendments were made.

13. Annual Return – Approval and Signing of AGAR 2021/22 Part 2 Certificate of Exemption

The clerk had circulated this to all Cllrs prior to the meeting. Cllr Richards proposed to approve this., Cllr Atkinson seconded this and all agreed. Cllr Phillips signed the form. ACTION: Clerk to send to the internal auditor and then PKF Littlejohns by June 30th.

14. Annual Return – Approval and Signing of Section 1 Annual Governance Statements 2021/22

Cllr R Bird proposed to approve this, Cllr C Bird seconded this and all agreed.

15. Annual Return – Approval and Signing of Section 2 Accounting Statements 2021/22

Cllr Atkinson proposed to approve this, Cllr Richards seconded this and all agreed.

16. Installation of Hedgehog Road Signs

A resident had enquired with the clerk as to whether the PC would install hedgehog safety signs in the village. A discussion was held, and it was agreed that a sign that covered, child safety as well as wildlife safety be investigated for Butt Hill. ACTION: Clerk to make enquires with ERYC.

17. ERYC Communication to Government

It was agreed to defer this to when Ward Cllr Rudd is in attendance. ACTION: Clerk to agenda for next meeting.

18. Impact of Cost of Living on the PC

It was agreed to defer this to when setting the precept.

19. PC Review of Core Principles of Maintaining Rural Aspect against ERYC Local Plan

This had already been discussed during 'Matters Arising'.

20. NALC Letter to Smaller Councils

The clerk had circulated a letter from NALC regarding issues the PC face for consideration at their next committee meeting. A brief discussion was held, and Cllr Phillips proposed to ask them to consider the impact of carbon in rural communities, and rural public transport. ACTION: Clerk to respond to NALC accordingly.

21. Litter Bin at Warter Lane Layby

A resident had contacted the clerk asking for a litter bin to be installed due to a littering issue. A discussion was held, and Cllr Phillips proposed that the clerk ask ERYC if it would be possible to install a bin, Cllr Atkinson seconded this and all agreed. ACTION: Clerk to make enquiries.

22. Jubilee Wood Tree Inspection

The same resident had asked that the trees in Jubilee Wood be inspected as some of them are suffering from ash die back. A discussion was held, and Cllr Atkinson agreed to ask a parishioner if he would inspect the trees. ACTION: Cllr Atkinson to let the PC know the outcome. ACTION: Clerk to contact ERYC and make enquiries if necessary.

23. FCC Environment Landfill Grant Opportunity

The clerk had received an email relating to grants available due to the parishes' proximity to a landfill. Cllr Phillips noted that he would investigate this.

24. BT Telephone Box

It was agreed to keep this on as a rolling agenda item to ensure a speedy response to the next round of consultations. ACTION: Clerk to keep this on the agenda moving forward.

25. Community Issues

Cllr Richardson reported the increased visibility of the quarry. It was agreed that this be put on as an agenda item for the next meeting. ACTION: Clerk to contact Burnby PC regarding any issues they may have with the quarry. ACTION: Clerk to ask Ward Cllr Rudd if the quarry is obliged to screen the land.

26. Correspondence

The clerk had received a letter from ERYC regarding the fees for grass mowing at Nunburnholme Village Green. The Clerk reported that the fees will remain the same.

27. Date of Next Meeting, including clerks leave request

All members were happy with the clerk's annual leave request of 28th May to 5th June inclusive.

The next meeting will be on 7th July, 7pm at Nunburnholme Church.

There being no further business, the meeting closed at 20:25 hrs.

Signed as a true and correct record _____ **Date** _____