

Minutes of the Annual Meeting of the Council held on 29th May 2024 at 6:45pm in the Village Hall, Main Street, Burton Salmon.

1. **24/25 Appointment of Chairman** - Cllr Foster was nominated and elected as Chairman
2. **24/25 Appointment of Vice Chairman** - Cllr Greene was nominated and elected as Vice Chairman
3. **24/25 Declaration of acceptance of office** - Cllr Foster signed the declaration of acceptance of office. Action: Cllr Greene to sign the form at the next meeting.
4. **24/25 Present** - Cllr Foster, Cllr Bell, Cllr Burdekin, Cllr Tait, Cllr Pitt, one member of the public and Clerk Meir.
Apologies - Cllr Greene and North Yorkshire Councillor T. Grogan
5. **24/25 Members of the public – subjects raised** – An update on the defibrillator was provided by Lesley Crawford who looks after it on behalf of the Parish Council. It was reported that the problem in Brotherton occurred as there are two different systems, which do not communicate with each other, so defibrillator needs to be registered on both. It was reported that the Burton Salmon defibrillator is now registered on both systems.
6. **24/25 Declarations of interest** – None
7. **24/25 Councillor Vacancy** – No applications have been received. Resolved: To re-advertise the vacancy.
8. **24/25 Minutes of the Parish Council Meeting held on 13th March 2024** – The minutes were approved as a true record.
9. **24/25 Appointment of Council representatives – 09.24/25.1. Burial Committee** – Cllr Greene and Cllr Pitt were appointed as the Council representatives.
09.24/25.2. Monk Fryston Education Foundation – Cllr Greene was appointed as the Council representative.
10. **24/25 Financial Regulations** – Resolved: To approve the updated Financial Regulations.
11. **24/25 Standing Orders** – Resolved: To approve the updated Standing Orders.
12. **24/25 Review of other policies and documents – 12.24/25.1. Code of Conduct** – Resolved: To approve the existing code of conduct.
12.24/25.2. Complaints Procedure – Resolved: To approve the existing procedure
12.24/25.3. Privacy Notice – Resolved: To approve the existing notice
12.24/25.4. Website Accessibility Statement – Resolved: To approve the existing statement.
12.24/25.5. Document Disposal and retention Policy – Resolved: To approve the existing policy
12.24/25.6. Publication Scheme – Resolved: To approve the existing Publication Scheme.
12.24/25.7. Data Audit - Resolved: To approve the updated data audit

- 12.24/25.8. Joint Burial Committee Terms of Reference** – Resolved: To approve the existing terms of reference
- 13. 24/25 Risk Assessment, Assets and Insurance – 13.24/25.1. Risk Assessment** – Resolved: To approve the updated Risk Assessment
13.24/25.2. Asset Register – Resolved: To approve the updated asset register
13.24/25.3. Insurance – Resolved: To approve the insurance renewal
- 14. 24/25 Biodiversity – 14. 24/25.1. Duty** – The Parish Council considered its duty to protect and enhance biodiversity. Resolved: No actions required.
14. 24/25.2. Biodiversity Policy - Resolved: To approve the Biodiversity Policy.
- 15. 24/25 Ongoing matters – 15. 24/25.1. School parking** – It was reported that parking has been reasonable and no complaints have been received, so no actions are required.
15. 24/25.2. Street lights – It was reported that the old columns on Poole Lane still need to be removed.
15. 24/25.3. Street cleaning – This has recently been completed and no issues were reported.
15. 24/25.4. Litter picking – Action: Cllr Tait to organise
15. 24/25.5. New Lane speed limit – It was reported that the change in the speed limit will be actioned on Friday
15. 24/25.6. War Memorial Inspection – Action: Cllr Tait will trim either side of the war memorial.
15.24/25.7. Beech Grove parking – It was reported that the parking has not improved and no progress has been made on the removal of the garages. Action: Clerk to ask North Yorkshire Councillor Grogan to keep the council up to date with any progress and clerk to enquire about the procedure.
- 16. 24/25 Hall Purchase** – A letter from the Village Hall Trust is awaiting in order to progress the application for Secretary of State approval to borrow for the purchase. Resolved: To pay the 1st instalment of the loan contribution of £1,109.82 to the Village Hall Trust
- 17. 24/25 Village improvements** – The noticeboard is on order and delivery is awaited.
Resolved: Cllr Pitt to organise installation
- 18. 24/25 Planning** – No new applications have been received.
Development consent has been granted for the Yorkshire Gren Energy Enablement (GREEN) project.
Permission has been granted for the dormer window to rear elevation, relocation of roof windows from rear to front elevation and solar PV installation to rear elevation at 22 Ledgate Lane.
Permission has been granted for Installation of an underground water attenuation tank, drainage pipe and oil separator for the approved Monk Fryston Battery Storage Facility off Rawfield Lane, Monk Fryston (planning reference 2021/0633/FULM (appeal reference APP/N2739/W/22/3290256)).
The application for the proposed construction of a motorway service area on land at Lumby was considered at the NYC Strategic Planning Committee on 12th March with a recommendation to refuse. A decision has not yet been published.
Planning enforcement has been chased for a response to the complaint about the activity on land off York Road, but a response has still not being provided.

- 19. 24/25 Correspondence – 19. 24/25.1. Community Alerts** – The various warnings, alerts advice and information provided were noted.
- 19. 24/25.2. Rural Services Network** – The newsletters and funding bulletins were noted.
- 19. 24/25.3. Up for Yorkshire** – The various community updates were noted.
- 19. 24/25.4. North Yorkshire Council** – The various consultations, newsletters and funding bulletins were noted.
- 19. 24/25.5. North Yorkshire Police Fire and Crime Commissioner** – The various newsletters and updates provided were noted.
- 19. 24/25.6. Time Team** – The request to support the local history groups proposal to put up an heritage information board in the village was considered. Action: Clerk to request more information on the proposed size, location and information to be included on the board.
- 19. 24/25.7. Yorkshire Wildlife fund** – The Network Rail Biodiversity Programme and online survey were noted.
- 19. 24/25.8. Lord Foster and Electrical Safety First** – Resolved: To support the campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.
- 20. 24/25 Updates – 20.24/25.1. Village Hall Committee** – A summer fair is being held on Sunday 2nd June 11am – 4pm
- 20. 24/25.2. Village Defibrillator** – Update reported under item 5. 24/25.
- 20. 24/25.3. Burial Committee** – The committee are still looking for a new clerk therefore board members are managing the administrative duties. The soil heap has been removed and will be monitored periodically, now they have a contractor to remove it. A cemetery inspection took place in 1st may and the unwanted and obstructed trees will be removed. The new bank account is now up and running but it only has two signatories, which is not considered enough.
- 20. 22/23/4. Monk Fryston Education Foundation** – Susan Woodall has been appointed chairman of the Trust. The field has been fenced off with a few comments from locals. It has still not been decided what to do with it apart from cutting the grass for feed.
- 21. 24/25 Finances 2023-24 – 21.24/25.1. Bank signatories** – The bank mandate has not yet been actioned and they would not provide an update to the clerk. Action: Councillor Foster will contact the bank for an update.
- 21.24/25.2. Clerks overtime** - Resolved: To approve the clerks overtime payment of 3 hours for 2023/24.
- 21.24/25.3. Burial Committee precept** – Resolved: Not to pay the precept request because a budget to support it has not been provided for approval, as is required in the Burial Committees Terms of Reference. Action: Clerk to request a budget to support the precept request, to include the proposed use for the accumulated funds held.
- 21.24/25.4. Expenditure** – Resolved: To approve the following expenditure items:

Date	Item	£
15 April 2024	Purchase of noticeboard	£2,604.23
15 April 2024	Defibrillator support costs and phone rental	£223.20
30 April 2024	Clerk salary and office costs - April	£244.35
29 May 2024	Loan Contribution 1st instalment	£1,109.82
29 May 2024	Hall Hire 29th May	£20.00
29 May 2024	Council annual insurance	£487.33

Date	Item	£
29 May 2024	Clerks SLCC membership	£21.42
29 May 2024	Clare Smith - Internal Audit	£50.00
31 May 2024	Clerks printing March - May	£4.04
31 May 2024	Clerk salary and office costs - May	£244.35
28 June 2024	Clerk salary and office costs - June	£244.35
	Total	£5,253.09

Balance at bank after all approved expenditure and receipt of the first instalment of the precept is £19,000.94

21.24/25.5. Bank Reconciliation – Resolved: To confirm the accuracy of the bank reconciliation.

21. 24/25.5. Budget Report – The report was reviewed and no issues were identified.

22. 24/25 Annual Return 2023-24 – 22. 24/25.1. Internal Audit Report – The internal auditor advised that the council should consider adopting the NALC new model Financial Regulations. It was noted that these are only available to members of the Local Councils Association, so cannot be accessed by the council. The council consider that the Financial Regulations approved under item 10. 24/25 are sufficient. The audit also advised that the council should consider using .gov emails and website to comply with GDPR. Action: Clerk to look into this.

22. 24/25.2. Annual Governance Statement – Resolved: To approve the Annual Governance Statement.

22. 24/25.3. Annual Accounting Statement – Resolved: To approve the Annual Accounting Statement

22. 24/25.4. Certificate of Exemption – Resolved: To approve the certificate of exemption from external audit.

22. 24/25.5. Exercise of Public Rights – It was noted that the period for the exercise of public rights was set as 3rd June to 12th July.

23. 24/25 Minor Matters – 23.24/25.1. Footpath to War Memorial – It was reported that this is overgrown and an overgrown hedge at the junction is obscuring the sightline. Action: Cllr Tait to report.

23.24/25.2. Beech Grove footpath – It was reported that a bin and hedge are obstructing the footpath. Action: Cllr Bell to report to the NYC housing officer .

23.24/25.3. Dog waste bins – It was reported that the dig waste bin on Burton Common Lane is full. Action: Clerk to report and request that all dog waste bins in the village are emptied.

24. 24/25 Next Meeting: Wednesday 31st July at 6:30pm