

## **Shadforth Parish Council Minutes**

Minutes of a Meeting of Shadforth Parish Council held on Tuesday 2<sup>nd</sup> April 2019 at 7.30pm in Sherburn Hill Methodist Church.

**Present:** - Councillors D Woods (Chairman), Beattie, Flude, Hooper, Mace, Sim, Turner, R Woods,

**Apologies:** - Cllr Priest

Mrs Carole Bell Parish Clerk, Cllr B Kellett (DCC) in attendance

There was 3 member of the public present (Part)

### **115/18 Notice of motion**

The Notice of Motion to call the meeting was proposed by Cllr D Woods. This was carried.

### **116/18 Declaration of Interest.**

Cllrs Flude and Beattie - Allotments

### **117/18 Police and Wardens Report**

There were no police in attendance however the clerk read the police report.

### ***Resolution : To accept the report***

### **118/18 Chairman's Report**

- a. The Chair confirmed the police report
  - External Drinking Parties
  - Anti-Social Behaviour
- b. Planting preparations have begun and the school will be involved
  - Concern was expressed over the tipping of flower pots. It was suggested that fixings be investigated and sourced

### ***Resolution : To accept the Chairman's offer to investigate***

### **119/18 Approve the Minutes of 5<sup>th</sup> March 2019.**

### ***Resolution : To accept the minutes as a true record and signed by the Chair***

### **120/18 Matters of Information**

105/18 Headstones have been identified as being unstable and the clerk is trying to identify the stonemason or next of kin associated with each

### ***Resolution : Clerk to continue with the process***

107/18 89.1 Further signed forms are required for the bank

### ***Resolution : Relevant signatures were completed and plans for absentees signatures agreed***

89.3 Document Retention Policy was accepted and work has begun

112/18 Groundwork have confirmed that the contractor will return and scree the area week commencing 8<sup>th</sup> April

### **121/18 Correspondence**

The correspondence was read and the following actions **resolved**.

- a. The Clerk is to be registered with SLCC
- b. That the request from a parishioner be added to the allotment waiting list
- c. That the clerk ask further information regarding the funding request from Shadforth Village Show
- d. That a price to level out the spoil from the Skate Park be requested from County Hall
- e. That the Clerk attend the Annual Governance and Accountability Training at County Hall
- f. That the Clerk review and update the asset list in preparation for the Insurance Policy renewal and that items valued at less than £150 be removed
- g. That funds be made available to pay for the Website and Domain name
- h. Permission was given to start the Parish Paths after the contract with contractor is signed
- i. That the Annual Meeting of the Parish be scheduled for 7<sup>th</sup> May 2019 and the Parish Council Annual Meeting 8<sup>th</sup> May 2019 and held in Shadforth Village Hall
- j. That the Parish Council add to the next agenda 'Climate Emergency Motion'
- k. Information gained at the Parish Meeting will be used in the Parish Councils Vision and Improvement Planning

### **122/18 Update from Northern Regional Allotment Association**

The representative from the allotment association explained that the process had stalled at the moment as the document preparation was part of a consolidation for many councils. The following method options were explained.

- a) The Parish Council produce Policies & Procedures and manage the sites via tenancy agreement
- b) Self Management by the allotment association but council still retains the authority for the notifications, evictions and collection of payments
- c) Devolved Management leasing the land freehold to the association giving them full authority

The option that the Allotment Association would prefer is the Devolved Management.

It was agreed that the 1<sup>st</sup> of October is the rent year for the Allotments

***Resolution : That sample documents be forwarded by NRAA to the Clerk for Circulation to the Members***

***Resolution: That inspection notice be sent to the tenants of the allotments informing them that an inspection shall take place the last week of May 2019***

### **123/18 Public Participation**

There were no comments from the public

### **124/18 Councillors Updates**

Sherburn Hill – Work continues at the old school  
Shadforth – There is a problem with fly tipping at the village sign, and a bridle way is currently blocked but work is ongoing  
Ludworth - A map has been created with where the planters are to ensure equal distribution

The chair of the cemeteries committee apologised about the lack of progress and requested the support of the clerk to find the terms and conditions of the group.

***Resolved : That the Clerk investigate references to the terms and conditions that the group are to work within***

***Resolved : That the Chair provide dates for the committee to meet and start improvement discussions***

### **125/18 Reports from County Councillors**

Cllr Kellet informed the members about a public meeting scheduled for 4<sup>th</sup> April 2019 regarding a planning request for new build in Shadforth and encouraged the members to attend

### **126/18 Consider Planning Applications**

See 125/18

### **127/18 Update on the Skate Park**

See point 120/18

### **127/18 Rodenticide Course**

***Resolved : That the equipment be purchased and the work commences***

### **128/18 Financial Reconciliation**

***Resolved : To purchase the Church Magazine – Chair to forward the details***

The clerk presented the following cheques for signing:

Chair Expenses	£60.00
Cemetery Caretaker	£495.40
Clerk Expenses	£7.99
Clerk Wages (Feb and March)	£625.99

### **129/18 Summer Planting**

Agreed that plants are to be purchased and issued

### **130/18 Online Second Signatory**

***Resolved- That second signatories be set up – Cllr Turner, Cllr R Woods***

### **131/18 Cemetery Caretaking**

***Resolved: That the contract be accepted and contractor asked to sign***

Meeting Ended 10.00 pm

Agreed and Signed by: