

# ASKHAM BRYAN PARISH COUNCIL

## MINUTES of the ANNUAL meeting of the PARISH COUNCIL (PC)

held on Thursday 16<sup>th</sup> May 2024 starting at 7:30pm in the Village Hall.

**PRESENT:** Councillor Simon Peers (Chair)  
Councillors Julie Barber Mark Walker

**In attendance:** Ward Cllr. Hook and the Clerk.

### 1. ELECTION OF THE CHAIR OF THE PARISH COUNCIL

It was **resolved** that Cllr. Peers be elected as Chair, all in favour. Cllr. Peers duly signed his declaration of acceptance of office.

### 2. ELECTION OF THE VICE-CHAIR OF THE PARISH COUNCIL

In her absence, it was **resolved** that Cllr. Dawson be elected as Vice-Chair, all in favour (Cllr. Dawson having indicated prior to the meeting her willingness to be so elected).

**3 COMMITTEE STRUCTURE:** It was noted that the Natural Environment Committee be Jan Bennett (Chair), Kathryn Nolan (Vice-Chair), Steve Bassford (College), Peter Christopherson, Cllr. Barber, Jo Fell and Lisa Marriott. There would be an agenda item next time to consider a representative on the Village Hall Committee.

**4. APOLOGIES.** Cllrs. Boakes, Dawson, Smith and Wiseman.

**5. DECLARATIONS OF PECUNIARY INTEREST:** None.

### 6. PUBLIC PARTICIPATION

No members of the public were in attendance.

### 7. MINUTES OF THE MEETING OF THE PC HELD ON 18<sup>th</sup> APRIL 2024.

It was **resolved** that the minutes of the meeting of the PC held on 18<sup>th</sup> April 2024 be approved and the Chair sign the minutes.

### 8. PLANNING

#### a. Planning Applications Received

One planning application had been received since the April 2024 meeting as follows;

- a. 24/00643/TCA - Low Hall, 54 Main Street - 15% crown thin of 1no. Mulberry - tree in a conservation area.

The PC were unable to comment on this application as since publication of the agenda, this application had been determined by the Local Planning Authority, City of York Council (CYC).

#### b. Planning Decision Notices Received

Three planning decision notices had been received as follows;

- a. 24/00062/FUL - Land At More Close, Askham Bryan Lane - Erection of an agricultural building.
- b. 24/00045/FUL - Askham Bryan College - Variation of condition 2 (replace hay barn and food store with toilet block and food preparation area and reduce size of teaching barn), condition 3 (landscaping plan), condition 6 (drainage details), condition 7 (drainage details) and condition 10 (biodiversity) of permitted application 23/00769/FUL - Erection of animal enclosure barns with associated field shelters, access and boundary treatments.
- c. 24/00540/AGNOT - Askham Bryan College - Siting of 20ft shipping container and storage tank. All the above had been approved by the Local Planning Authority with conditions where necessary.

## 9. CRIME REPORT

There was one crime in April being reported by the Clerk. This was a case where an articulated lorry trying to get round some road works near the junction of Askham Field Lane and Main Street had flattened a traffic cone and brought down several large branches of a tree overhanging the public highway and in doing so, broken one telephone wire and left others bearing the weight of broken branches. An email from the Arboricultural Manager of CYC (Harvey Lowson) forwarded from Ward Cllr. Hook had suggested that this was not a crime as the owner of the tree should have maintained their tree with a minimum clearance above the kerb of 5.2 metres.

## 10. REPORT FROM WARD COUNCILLOR HOOK

Ward Cllr. Hook reported that someone was pursuing the sink hole, she had a letter from Jim Cavanagh (Flood Risk Engineer, CYC) which she would forward to the Clerk. She reported on a reshuffle of the CYC Executive Committee and that Cllr. Peter Kilbane (Deputy Leader of the Council and Executive Member for Economy and Transport) had moved on.

Concern was expressed regarding parking associated with the new build. This forced passing traffic onto the opposite side of the road putting them at risk of oncoming traffic. So far there had been no collisions but there were reports that some drivers had had narrow escapes. Vehicles were parking on the verges to minimise their impact on other vehicles. There were three building sites resulting in a line of parked vehicles from the public house. Cllr. Walker raised concerns about other parking issues. Ward Cllr. Hook supplied the Clerk with a telephone number to ring to report any incidents of this sort, tel: 0800 138 1119.

## 11. OTHER MATTERS.

### 11.1 Plans for the 2024 Christmas Event and to agree a date.

It was agreed that the Village Hall and the public house be the focal points of 2024 Christmas events. Two dates were suggested but it was agreed that it would be better to ask the landlord of the public house when he would like it to be. The trail would be done again. There would be an agenda item next time to consider this further.

## 12. FINANCE

### 12.1 Report of invoices to be paid

It was **resolved** that payment of the following invoices to be approved, all in favour.

- Clerk's Salary 01/04/2024 to 30/04/2024 plus deductions payable to HMRC.
- Internal Auditor – Brian Hopper - £70
- Replacement of cutter deck drive belt on the lawn mower - Garden and Estate Machinery Services - £58.65

The last item was received too late to be listed on the agenda as circulated. The person who incurred this expense would be advised that in future, no payments over £100 be made unless authorised by the Responsible Financial Officer.

Receipt of the first instalment of the 2024/25 precept was noted.

### 12.2 Annual Review of automated payments. There was just one automated payment being a direct debit to the Information Commissioner's Office. It was **resolved** that payment by this means continue.

### 12.3 2023/24 Annual Governance Statement (AGAR 2023/24 Part 2). It was **resolved** that the Annual Governance Statement (AGAR 2023/24 Part 2) be approved, all in favour.

### 12.4 Accounting Statements 2023/24. It was **resolved** that the Accounting Statements 2023/24 be approved, all in favour.

**12.5** The Internal Auditor had completed and signed the Annual Internal Audit Report 2023/24 section of the Annual Governance and Accountability Return (AGAR) and had not raised any issues of concern. He had also submitted a thorough report. This had a recommendation that the VAT be claimed back in February, the PC felt that it was better to stick to making a claim just after the end of the financial year.

## **10 CORRESPONDENCE AND SOCIAL MEDIA**

A list of correspondence had been circulated and the contents noted. Item 699 was regarding damage caused an articulated lorry – see item 9 above. A request to display material from a community organisation outside the Parish in the PC notice board was declined.

## **11 ACTION TRACKER**

An Action Tracker had been circulated with the agenda papers listing all previously agreed actions and reports on progress. Cllr. Walker had dealt with the issues reported with the “Deep Water” signs by the pond.

## **12 DATE OF NEXT MEETING**

The dates of forthcoming meetings in 2024 were;

20<sup>th</sup> June, 18<sup>th</sup> July, 15<sup>th</sup> August, 19<sup>th</sup> September, 17<sup>th</sup> October and 21<sup>st</sup> November. All to be held at the Village Hall at 7:30pm

The meeting closed at 8:13pm.

Signed

20 June 2024