



# Brafferton & Helperby Parish Council Annual Meeting Minutes

**Wednesday 17 May 2023**  
**Held in the Village Hall at 7.30pm**

**Present:** Cllr Nigel Denison (Chairman), Cllr Peter Mitchell, Cllr Pam Jackson-Vickers, Cllr Mark Darwin, Cllr Deirdre Brown, Cllr Matt Boyle, Cllr Andy Gale and Roger Clements (Clerk).

1. Election of Chairman of the Council – Cllr Mitchell proposed Cllr Denison for Chairman. No other proposals were made and Cllr Denison was elected unanimously as Chairman.
  - 1.1. Chairman's Declaration of Acceptance of Office – Cllr Denison made and signed the declaration.
2. Apologies for Absence – Cllr Alyson Baker (North Yorkshire Council).
3. Mr Gale had been accepted as qualified to be a parish councillor at the last meeting but had been unable to attend that meeting. The Declaration of Acceptance of Office was received from Mr Andy Gale and he took his place on the Council.
4. Vice-Chairman of the Council – Cllr Mitchell was proposed by Cllr Jackson-Vickers to continue as Vice-Chairman - **resolved**.
5. Declarations of Interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests – no declarations were made.
6. To receive news from North Yorkshire Council (NYC). Cllr Alyson Baker had sent in a report:
  - 6.1. Sutton Bank White Horse maintenance was planned for 10 – 17 Sep 23 when the road access would be closed.
  - 6.2. Scarborough hosts the Armed Forces Day celebrations on 24 June with a free event comprising air displays, music, marching bands, exhibits and much more.
  - 6.3. 'Let's talk Transport' opens on 22 May for 8 weeks. A chance to air your views – online at North Yorkshire Council website, in libraries or by calling 01609 536400.
  - 6.4. Alyson will be holding surgeries 10am to noon on 1 June at Thirsk Auction Mart and 9 June at the Galtres Centre, Easingwold. No appointment necessary.
7. Public Forum – no topics were raised.
8. The minutes of the last meeting of the Council on 19 April 2023 were accepted as a true record and were signed accordingly by the Chairman.
9. Clerk's reported no topics beyond those on the agenda.

## 10. Financial matters

- 10.1. Clerks' summary of accounts at 31 March 2023 – balances stood at £8,235.30 (Current) and £49.03 (savings) but note £4k expenditure expected soon for tree felling.
- 10.2. Annual Internal Audit Report for 2022/23 included at page 3 of the Annual Governance and Accountability Return (AGAR) 2022/23– **resolved** that Annual Internal Audit Report for 2022/23 included at page 3 of the AGAR be noted.
- 10.3. Section 1 - Annual Governance Statement 2022/23 for the Council on page 4 of the AGAR 2022/23 – **resolved** that Brafferton & Helperby Parish Council approve Section 1 Annual Governance Statement 2022/23 for Brafferton & Helperby Parish Council on page 4 of the AGAR 2022/23.
- 10.4. Section 2 - Accounting Statements 2022/23 for the Council on page 5 of the AGAR 2022/23 - **resolved** that Brafferton & Helperby Parish Council approve Section 2 - Accounting Statements 2022/23 for Brafferton & Helperby Parish Council on page 5 of the AGAR 2022/23
- 10.5. Publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities – **resolved** that Brafferton & Helperby Parish Council will publish the required documents, vis:
  - 10.5.1. Annual Internal Audit Report 2022/23.
  - 10.5.2. AGAR Section 1 – Annual Governance Statement 2022/23.



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- 10.5.3. AGAR Section 2 – Accounting Statements 2022/23.
- 10.5.4. Analysis of variances.
- 10.5.5. Councillor representation on public bodies.
- 10.5.6. Expenditure items above £100.
- 10.5.7. Land and Building assets.
- 10.5.8. Bank Reconciliation to 31 March 2023.
- 10.5.9. Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- 10.6. Grant application from the Helperby & Brafferton Community Association – the grant to cover expenditure associated with the Bonfire and Fireworks event in November. 23. Attendance at the 2022 event was larger than previous events; Cllrs would like to understand the H&B CA plans for maintaining public safety on parish council land. Cllr Denison proposed that a grant of £400 be made to the H&B CA – **resolved**.
- 10.7. Purchase of a Yorkshire flag – to be flown on Yorkshire Day from the smaller flagpole. The H&B CA had indicated that it would pay part of the cost. Cllr Denison proposed purchase of a printed flag for approximately £60 – **resolved**.
- 10.8. Local Auditor for FY 2023/24 – it was agreed that the Council would continue to use the auditing services of C & GB Associates, Thirsk.
- 10.9. Council's Delegation Scheme – the scheme had been circulated to Cllrs before the meeting. Chairman outlined the purpose of the scheme which provided clarity on the powers and actions which the Council delegated to its Clerk/Responsible Financial Officer. Cllr Denison proposed that the scheme be adopted by the Council – **resolved**.
- 10.10. Financial Working Group membership – Cllrs Jackson-Vickers and Brown.
- 10.11. Bank transaction authorisers and cheque signatories – Cllrs Denison, Mitchell, Darwin and Jackson-Vickers.
- 10.12. The following payments to settle accounts received were approved:
  - 10.12.1. C & GB Associates Local Audit £150.00
  - 10.12.2. Swale & Ure Drainage Board Annual charge £7.64
  - 10.12.3. Feel Design Ltd Website £780.00
  - 10.12.4. Clerk Expenses FY 22/23 £57.34

### 11. Matters for Consideration

- 11.1. Council meeting dates in 2023 were confirmed as the third Wednesday of each month except 14 June 23 and 13 December 23.
- 11.2. Land & Maintenance committee membership – Cllrs Denison, Mitchell and Darwin plus co-opted members Steve Laux and Blake Edwards.
- 11.3. Amendments to Council Standing Orders/Financial Standing Orders – amendments will be presented to the Council at a later date.
- 11.4. The following Council representatives were confirmed:
  - 11.4.1. YLCA Hambleton Branch meetings (28 June 23 tbc, 18 October 23) – Cllrs Denison and Mitchell.
  - 11.4.2. Village Hall – Cllr Jackson-Vickers.
  - 11.4.3. Neighbourhood Watch – Cllr Boyle.
  - 11.4.4. Helperby & Brafferton War Memorial Committee – Cllr Brown.

### 12. Information on the following ongoing issues and action where necessary

- 12.1. Cobbles project – a work party had cleared weeds and other debris from the Helperby surgery frontage. During this work it was discovered that the cobbled building date panel had deteriorated. Clerk reported that Church Lane practice had agreed to provide a grant to pay for a re-laying of the panel. No further cobbles works were currently planned while sources of funding were sought.
- 12.2. Neighbourhood plan – the project team is to re-commence work at the end of May.



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### 13. To consider the following Planning Matters

- 13.1. Planning Application ZB23/00960/FUL, for the installation of a prefabricated substation & associated groundworks on OS Field 0046, Brafferton - the Council had no objection to this application.
- 13.2. Planning Application ZB23/00953/FUL, proposed change of use of annex from home for the elderly to holiday let at The Grange, Helperby – the Council had no objection to this application.

### 14. To receive the following Planning Decisions/information

- 14.1. Planning Application ZB23/00771/OUT, outline planning application for 1 x dwelling with all matters reserved except access on land at Brafferton Manor, Brafferton – awaiting decision from North Yorkshire Council
- 14.2. Planning Application 22/02422/REM, construction of 4 dwellings adjacent to telephone exchange, Back Lane, Helperby - awaiting decision by North Yorkshire Council
- 14.3. Planning Application 22/01858/FUL, proposed construction of 2 x dwellings at St Peter's Close, Brafferton – awaiting decision by North Yorkshire Council
- 14.4. Planning Application 23/00374/FUL, construction of a SuDS Pond to serve the planned 28-dwelling development on the Boroughbridge Road – awaiting decision by North Yorkshire Council

### 15. Matters for Consideration

- 16. New Correspondence – none was received.
- 17. Matters for inclusion on the agenda for the next meeting:
  - 17.1. Next council meeting – communications with the public.
  - 17.2. L&M committee to discuss traffic calming and use of footpaths and footways by wheelchair users.
- 18. The date of the next Council meeting was confirmed as Wednesday 14 June 23.