

# Brafferton & Helperby Annual Parish Council Meeting Minutes

Wednesday 8 May 2024  
Held in the Village Hall at 7.30pm

**Present:** Cllr Nigel Denison (Chairman), Cllr Andy Gale, Cllr Matt Boyle, Cllr Deirdre Brown, Cllr Peter Mitchell, Cllr Mark Darwin, Roger Clements (Clerk), Cllr Alyson Baker (North Yorkshire Council) and members of the public (MoP).

1. Chairman of the Council – Cllr Jackson-Vickers proposed Cllr Denison as Chairman and Cllr Denison was elected Chairman unanimously.
  - 1.1. The Chairman made his Declaration of Acceptance of Office
2. To receive Apologies for Absence
  - 2.1. All cllrs were present.
3. Vice-Chairman of the Council – Cllr Mitchell was elected Vice-Chairman.
4. Declarations of Interest not already declared under the Council’s Code of Conduct or members Register of Disclosable Pecuniary Interests
  - 4.1. No declarations were made.
5. News from North Yorkshire Council (NYC)
  - 5.1. Cllr Baker reminded cllrs that there remained some appropriate sources of grants which the council may be able to access including the new Yorkshire Mayor’s fund. She outlined the way the Police, Fire and Crime commissioners will operate under the mayor’s office and confirmed that she will be holding a surgery in Easingwold on 15 July from 10am to noon.
6. Public Forum
  - 6.1. Chairman outlined an email exchange with Lighthouse Consulting (solar farm developer) which described a ‘outline’ contract for Community Benefit payments but which currently lacked figures and, for which, no guidelines exist. A planning decision was likely at a NYC Planning Committee meeting on 23 May at which the Chairman would have an opportunity to speak.
  - 6.2. He also reported that he would be meeting with a NYC Area 2, Highways officer who would be visiting the village to view each of the areas identified by the parish council for improvement.
  - 6.3. He emphasised the importance of councillor training and reported that Cllr Darwin was registered for a planning webinar.
  - 6.4. He concluded by thanking cllrs Brown and Jackson-Vickers for their work as the Financial Working Group
7. The minutes of the last meeting of the Council on 17 April 2024 were accepted as a true record and were signed accordingly by the Chairman.
8. Clerk reported that no new correspondence had been received.
9. **Financial matters**
  - 9.1. End of FY 2023/24 bank reconciliation and Internal Control Check (ICC) by the Financial Working Group – Cllr Brown confirmed that the FYG had found the bank reconciliation to be in order and the ICC to have been completely satisfactory.
  - 9.2. Clerks’ summary of accounts at 31 March 2024
    - 9.2.1. Current a/c £2,213.13; Reserve a/c £4,387.07; CIL a/c £4,388.63.
  - 9.3. The Certificate of Exemption on page 3 of the Annual Governance and Accountability Return 2023/24 was approved and signed by the Chairman.
  - 9.4. The Annual Internal Audit Report 2023/24 included at Page 4 of the Annual Governance and Accountability Return 2023/24 was noted.
  - 9.5. Section 1 - Annual Governance Statement 2023/24 for the Council on page 5 of the Annual Governance and Accountability Return 2023/24 was approved and signed accordingly by the Clerk and Chairman.
  - 9.6. Section 2 - Accounting Statements 2023/24 for the Council on page 6 of the Annual Governance and Accountability Return 2023/24 was approved and signed accordingly by Clerk and Chairman.

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- 9.7. The publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities by the Council was approved for publication by the Clerk.
- 9.8. Grant application from the Helperby & Brafferton Community Association – the request for £280 for a bouncy castle as part of the annual Village Feast was proposed by the Chairman for approval – **resolved**.
- 9.9. Local Auditor for FY 2024/25 – C&GB Associates.
- 9.10. Financial Working Group membership – Cllrs Brown and Darwin.
- 9.11. Bank transaction authorisers and cheque signatories – Cllrs Darwin, Denison and Mitchell.
- 9.12. The invoices 9.12.1 to 9.12.3 were approved for payment and accounts received at 9.12.4 to 9.12.6 were noted as paid by the clerk under delegated power:
- |                                    |               |         |
|------------------------------------|---------------|---------|
| 9.12.1. C & GB Associates          | Local Audit   | £156.00 |
| 9.12.2. K Westerman                | Gardening     | £72.00  |
| 9.12.3. S Milton                   | Music         | £120.00 |
| 9.12.4. Seton                      | First Aid Kit | £45.41  |
| 9.12.5. YLCA                       | Subscription  | £331.00 |
| 9.12.6. Swale & Ure Drainage Board | Annual charge | £8.00   |

### 10. Matters for Consideration

- 10.1. Spring Event on 5 May 24 – attendance fine though less than in 2023 and event reported to have been enjoyed by those present. Touch rugby most popular event but Tug of War also enjoyed towards end of the afternoon. Sports Assn bar not well supported and consideration needed to improve outcome next time. PA not used but could have been used to advantage. Stalls should be positioned adjacent to picnic area; music amplification needs improvement. Should continue in 2025. Flyers cost £50.
- 10.2. D Day event on 6 June 24 – short service and wreath laying at 11 am at the War Memorial with participation by St Peter’s school pupils.
- 10.3. Council meeting dates: third Wednesday of each month except 11 Dec 24, namely 19 Jun 24, 17 Jul, 21 Aug, 18 Sep, 16 Oct, 20 Nov, 11 Dec, 15 Jan 25, 19 Feb, 19 Mar, 16 Apr & 21 May 25.
- 10.4. Land & Maintenance committee membership – Cllrs Denison, Mitchell and Darwin plus co-opted members Blake Edwards and Dan Knight.
11. Amendments to Council Orders - Clerk suggested that a brief addition be added to Council Records Management Policy, regarding retention of recordings of meetings, by adding ‘a minimum of’ before ‘1 year’ – **agreed**.
12. Council representatives:
- 12.1. YLCA Hambleton Branch meetings – Cllrs Denison & Mitchell.
- 12.2. Village Hall – Cllr Gale.
- 12.3. Neighbourhood Watch – Cllr Boyle.
- 12.4. Helperby & Brafferton War Memorial Committee – Cllr Brown.

### 13. Information on the following ongoing issues and decide further action where necessary

- 13.1. Cobbles project – no further update.
- 13.2. Neighbourhood plan – effort needed to re-activate this project.

### 14. To consider the following Planning Matters

- 14.1. Planning Application ZB24/00723/FUL, construction of single storey extension at 6 Bridge Street, Brafferton – the Council supported this application.

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

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- 15.1. Planning Application ZB24/00340/LBC, proposed solar panels to roof and insulation retrofit to loft room at Old Fountain Stores, Main Street, Helperby - permitted by North Yorkshire Council.
- 15.2. Planning Application ZB24/00065/FUL, construction of 2 dwellings on land at St Peter's Close, Brafferton - awaiting decision by North Yorkshire Council.
- 15.3. Planning Application ZB23/02461/FUL, proposed installation of solar farm comprising ground mounted solar PV panels and associated infrastructure at OS Field 5220, south of Pilmoor Grange, Pilmoor, Brafferton - awaiting decision by North Yorkshire Council.
- 15.4. Planning Application ZB23/02384/FUL, proposed creation of a locally equipped play area at the Sports Ground, Back Lane, Helperby - awaiting decision by North Yorkshire Council.
- 15.5. 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.

### **16. Matters for Consideration**

17. Matters for inclusion on the agenda for the next meeting
  - 17.1. Environmental focus within council activity.
  - 17.2. Neighbourhood watch regeneration.
18. The Chairman acknowledged Pam's resignation and thanked her for her service to the parish as a councillor and for her role as a member of the Financial Working Group. He closed by confirming the date of the next Council meeting as Wednesday 19 June 24.