

Pool-in-Wharfedale Parish Council

Minutes of the meeting of Pool-in-Wharfedale Parish Council held at Old Pool Bank Village Hall, Quarry Farm Road, Pool-in-Wharfedale on Monday 14th MAY 2018 commencing at 7.30pm.

Present Councillor Lee in the Chair.

Councillors Barlow, Davey, Mifsud, Rowling and Parker. Also, in attendance Parish Clerk John Ryan and Ward Councillor Barry Anderson, PCSO David Mallard, Mrs Pamela Gresty and Mr Jonathan Sheriff.

2018/351 **ELECTION OF CHAIRMAN AND SIGNING OF THE DECLARATION OF OFFICE**

The Clerk asked the council for nominations for the position of Chairman of the Council. Councillor Davey moved that Councillor Lee be appointed Chairman for the municipal year 2018-19, this was seconded by Councillor Rowling. Council unanimously agreed to the resolution.

RESOLVED

That Councillor Hazel Lee be appointed Chairman of the Parish Council for the year 2018-19.

2018/352 **ELECTION OF DEPUTY CHAIRMAN AND SIGNING OF THE DECLARATION OF OFFICE.**

The Chairman asked council for nominations for the position of Deputy Chairman of the Council. Councillor Lee moved that Councillor Rowling be appointed Deputy Chairman of the Council for the municipal year 2018-19, this was seconded by Councillor Mifsud. Council unanimously agreed to the resolution.

RESOLVED

That Councillor Joanna Rowling be appointed Deputy Chairman of the Parish Council for the year 2018-19.

2018/353 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman asked councillors to note that the Civic Service will be held on Sunday 7th October 2018 at the Methodist Church, Manor Gardens, Pool-in-Wharfedale at 10.30am.

The Chairman announced that two applications have been received to fill the vacancies on the Council. Mrs Pamela Gresty and Mr Jonathan Sheriff have submitted expressions of interest. The vacancies have been advertised and with no election called the council can now co-opt councillors to the vacancies. Council considered the applications and asked the candidates to leave whilst a decision was made.

A formal resolution was unanimously moved by Councillor Lee and seconded by Councillor Barlow to appoint Mrs Gresty and Mr Sheriff as councillors to the Parish Council.

RESOLVED

That the clerk puts in place the necessary paperwork and arranges the signing of relevant documents as soon as possible.

2018/354 **PUBLIC PARTICIPATION**

PCSO David Mallard reported the latest crime figures to the meeting which showed just two burglaries one on Pool Road and the other at the Methodist Church.

2018/355 **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Morris and Ward Councillors Caroline Anderson and Billy Flynn.

2018/356 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS.**

No disclosable pecuniary or other interests were declared.

2018/357 **MINUTES OF LAST MEETING**

Councillor Davey moved that the minutes of the last meeting held on Monday 9th April 2018 be agreed, this was seconded by Councillor Barlow.

RESOLVED

That the Council accepts the minutes of the Council meeting held on Monday 9th April 2018 as a correct record.

2018/358 **OUTSIDE BODIES, WORKING GROUPS, COMMITTEES AND PANELS.**

The Clerk circulated the current list of outside bodies showing vacancies and where new members are required. Councillors discussed the list and appointed members to the vacancies where necessary.

RESOLVED

That the clerk updates the list following the amendments agreed by councillors and circulates the new list for 2018-19 to councillors when complete.

2018/359 **CALENDAR OF MEETINGS FOR 2018-19**

It was agreed that the new list of meetings will follow the same pattern as in previous years with the January and February meetings being held at the Methodist Rooms.

RESOLVED

That the clerk circulates the new list of meetings as soon as possible and places a copy of the list on the council website.

2018/360 **INTERNAL AUDIT REPORT AND ANNUAL RETURN TO EXTERNAL AUDITOR**

The Clerk reported that the Independent Internal Auditor has published his report on the Council's finances, no issues were reported.

The External Auditor has issued the Annual Return to be completed and returned to the Auditor by the 11th June 2018. The clerk circulated the Annual Governance Statement and asked councillors to consider the nine statements outlined in Section 1. Councillors agreed that all the conditions had been met by the council and that the Governance Statement be approved. This was moved by Councillor Lee and seconded by Councillor Davey.

Once Section 1 had been agreed the Clerk outlined the Financial accounting figures and statements in Section 2 of the Annual Return. Councillors agreed the figures, approval was moved by Councillor Lee and seconded by Councillor Davey.

RESOLVED

That the Accounting Statements in Section 1 and Section 2 which form part of the Annual Return be approved. The Statements be signed by the Chairman and the clerk and be dated and referenced. Council was also asked to note that any interested person, which includes but is not limited to local electors, can inspect the council's Annual Return (unaudited) and the council's accounting records for the financial year ending 31st March 2018. The inspection period will run from Monday 4th June 2018 until Friday 13th July 2018. A notice of these dates and a copy of the Annual Return (unaudited) will be published on the council website.

2018/361 **PLANNING APPLICATIONS**

Two planning applications were discussed one at Pool Bank Court, no objections have been received and another application for the land off Chapel Hill Road. Councillors again expressed their concerns about the development of this site for housing and asked that the previous objections be re-iterated.

RESOLVED

That the clerk writes to the Planning Authority to outline once again the Parish Council's objections to the development of the site at Chapel Hill Road.

2018/362 **GENERAL DATA PROTECTION REGULATIONS**

The clerk circulated a report on the new General Data Protection Regulations which outlines what the Parish Council needs to do before the regulations came into law on the 25th May

2018. In particular the council was asked to note the Information Audit recently completed by the clerk which outlines the data the council holds, collects and how it is stored. This was a requirement of the new regulations. Other work is needed to update data protection policies and prepare a privacy statement that will be placed on the council's website.

The requirement to have a Data Protection Officer has still to be decided, councillors are asked to wait until after the Regulations have become law before deciding on whether or not to appoint such an officer. An amendment to the proposed Regulations is likely to be agreed which will exclude all Parish and Town Councils from such a requirement.

RESOLVED

That Council notes and approves the report and Information Audit, that the clerk continues to prepare the council to meet its responsibilities under the GDPR.

2018/363 PARISH COUNCIL WEBSITE

Good progress is being made on the development of the new parish council website. Councillors were asked to review the draft site through a link which will be sent to them by the clerk and to pass on any comment, changes, additions they want. The new website will be completed in the next month or two, when a date has been set to launch the new site councillors will be informed.

2018/364 CLERKS REPORT

The clerk's report had been circulated and its contents noted. Councillors were asked to note in particular the information about the nationally agreed pay rise for local government employees of 2% in 2018-19 and 2% in 2019-20. These increases should be contained within the budget set for salaries.

Invoices not on monthly schedule:

Salaries, Pool Village Hall Grant £1512.00, Tour De Yorkshire funding £79.40, David Locke Internal Audit £150.00, Garden Angels £330.00, McAfee computer protection £119.99, Chairman's Allowance £125.00.

2108/366 SUSPENSION OF STANDING ORDERS

The Clerk moved the suspension of standing orders to allow the meeting to decide whether it continued beyond 9.15pm. The Chairman moved that standing order 3w be allowed, to extend the meeting by 15 minutes to conclude urgent business.

2018/365 REPORTS FROM MEMBERS

Councillor Parker reported that the Pool Feast will not take place this year, but future events will need to be discussed by the parish council. The item will be placed on the agenda for the next meeting.

2018/366 MONTHLY FINANCE REPORTS

Councillor Parker moved that the Monthly Finance Reports for April 2018 be approved this was seconded by Councillor Barlow.

RESOLVED

That council approves the Monthly Finance reports for April 2018.

2018/367 ITEMS FOR A FUTURE AGENDA

Data Protection, Pool Feast.

2018/368 NEXT COUNCIL MEETING

Monday 11th June 2018 at the Methodist Rooms, Manor Gardens, Pool-in-Wharfedale at 7.30pm.

The Meeting closed at 9.23 pm

SIGNED BY