



Minutes of Parish Meeting held on 28th April 2025

Present – Neil Armstrong, Jane Stollery, Wendy Hoare, Michael Colver, Lesley Zimmerman, Jill Maples, Yvonne Wilman, Guy Wilman, Paul Booth-Burke, Caroline Booth-Burke, Graham Burgess, Sally Burgess, Maureen Ayre, Alison Farrar, Keith Farrar, Andrew Sharp, Christine Firth, Ian Firth, Sue Sharp, Jan Buczak, Vicky Buczak (Chair)

Apologies – Ann Kern, Neil Kern, Sarah Whitney, Diana Dickson

Vicky Buczak (Parish Clerk) was approved to chair the Meeting, commencing at 18.30.

1/ Agree minutes from last meeting 9th October 2024

Agreed, subject to Addendum below.

2/ Presentation of Annual Return

Vicky presented a summary of Parish accounts to financial year end, covering itemised receipts and payments, as prepared by an external accountant. She is looking into the reasons for a missing BT Wayleave payment in 2025.

Our Parish is required by law to complete an “Annual Governance and Accountability Return” (AGAR) form after the end of the financial year, and to follow the publication and Parish Meeting approval requirements specified.

To this end the Parish Clerk Vicky read out the declarations of the Annual Governance Statement. The Parish Meeting agreed that all the provisions had been satisfied.

Furthermore, no objections to the related Accounting Statements for AGAR were raised.

Both Vicky (Parish Clerk) and Neil (Internal Auditor) signed the relevant documents to record Meeting approval, and to secure exemption from external audit.

As noted in the Minutes of the Meeting of 09/10/2024, the last Notice of Public Rights of AGAR was displayed between 03/06/2024 and 12/07/2024.

This year the required display window is 03/06/2025 to 14/07/2025.

3/ Update on Institute building works and extra costs

Paul expects that the kitchen will be finished and usable in about 3 weeks. The Meeting, through Vicky, recorded its thanks to all those who helped during the building works.

Some unexpected additional costs were incurred in the course of this project.

4/ Discussion and Vote on amount of one-off extra grant for the Institute (£550.00 already agreed 09/10/2024)

Based on the budget forecasts for the year, Vicky stated that an extra grant cannot be justified at this time. It is possible that some money could be released for this purpose later in the year.

Paul announced that the Trustees intend to make the Institute totally self-sufficient in the future.

5/ Update on repair of bus shelter

A builder has estimated a cost within our budget of £2000 for re-roofing the shelter. But in view of the cracks appearing in this structure, most likely caused by the adjoining tree, he stated that starting such work would be pointless before that tree was felled.

Jane, owner of the property in which the tree is sited, has requested planning permission for the felling, and is awaiting a response.

6/ Presentation of Data Protection and Freedom of Information policies

Vicky presented the Data Protection Policy formulated by Andrew. Neil pointed out that, strictly speaking, the policy should be restricted to the Parish Meeting alone, and should exclude references to the Social Committee and the Institute. It transpires that some contact info is being shared between Social Committee and Parish Meeting communications, whereas the demands of data protection would require each individual in the contact lists to approve use by one or the other or both. The Institute does not use contact info for its work.

In order to adhere strictly to data protection demands, Andrew will re-work the wording of the policy, and Alison will ask individuals on the contact lists to approve use of their info for each purpose, or to specify their preferred usage limits.

Freedom of Information does not apply to this Parish.

Once finalised, the Data Protection and Risk Management policies will be posted on the Parish website.

7/ Update on registration of village green

After a lot of two-way communication between Vicky and Land Registry, this case is now being considered by a Senior Officer from Registry. He will send a surveyor to the village to try to resolve slight map discrepancies observed.

As he noted before, the act of registration is still subject to a qualification that nobody comes forward to claim ownership of the lands in question.

At Neil's suggestion, in the interests of presenting a stronger case for successful registration, Vicky will list the areas of land involved in the Parish asset register.

8/ Update on potential Solar Photovoltaic farm (No Man's Moor Lane)

North Yorkshire Council have now issued the Environmental Impact Assessment – see <https://documents.richmondshire.gov.uk/w2webparts/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inline&pdf=true&docno=1922958>

As soon as the Parish is aware of the anticipated planning application for the development, Vicky will circulate and encourage everyone to consider it carefully. This may then necessitate an Extraordinary Parish Meeting for a vote on whether objections should be raised at Parish level.

9/ Update on VE Day celebration 08/05/2025

The beacon will be lit in the field across the road north-east of the reservoir car park at 8.30 pm. The celebration will start at 8pm in the reservoir car park, where cakes and soup will be available for a donation. Notices about this event are being put up at the east village entrance and the bus shelter notice board.

IT IS IMPORTANT THAT YOU RSVP IF YOU WISH TO ATTEND

10/ Would anyone like to take over the role of Parish Clerk?

No immediate takers!

Vicky announced that she would act as Parish Clerk only for a maximum of 2 years from now, believing that a change of Clerk after some 5 years would be healthy for the Parish.

She encouraged everyone eligible to consider taking over the role. If nobody has volunteered a year from now, the Parish Meeting in April/May 2026 will have to consider and vote on alternatives, e.g. hiring a professional or merging with another Parish.

Info

- a. Further Salt Bin requests rejected by council – do not fit their criteria
- b. Thanks to Wendy for posting updated village map with interactive tools on website
- c. Vicky brought Dark Skies leaflet and will send web links for those interested

Addendum to Minutes of Parish Meeting held on 9th October 2024

12/ Discuss risk management (financial, operational, physical)

The description in the Minutes is not altogether accurate or complete:

Vicky issued the policies, based on templates. Just as for data protection and freedom of information (see reproduced Minutes below), these policies should be approved at the next Parish Meeting.

13/ Update on data protection and freedom of information policies

These form part of risk management: they are currently work in progress. On advice from YLCA (Yorkshire Local Councils Associations), Vicky has registered the Parish with the Information Commissioners Office (ICO). She is working from policy templates provided by YLCA, with the final policies likely to be ready by end year. The Parish Meeting next May will be asked to approve them. The policies will also feature on the Parish website.

Thanks to all who attended, especially to those who have volunteered to help