

**MINUTES OF THE MONTHLY MEETING OF COWLING PARISH COUNCIL  
HELD ON :- 8<sup>th</sup> May 2017  
At 7 pm at Saint Andrews Church**

**Present** Councillors P Boocock, M Benson, A Denning, A Lynch, M Rogerson and C Carter.

**In Attendance:** 5 members of the public, S Mason (Lengthsman), Cllr P Mulligan and A Mallinson clerk

09/1715 **Nomination and election of chairman**

**Resolved:** Cllr P Boocock elected as chairman and duly signed the acceptance form.

09/1716 **Nomination and election of vice chairman**

**Resolved:** Cllr A Lynch elected as vice chairman.

09/1717 **Apologies**

None

09/1718 **Disclosures of interest**

Cllr Mercer declared an interest in agenda item 15c as he is related to the allotment holder and would leave the room for that part of the meeting.

09/1719 **Minutes**

**Resolved: A)** That the minutes of the meeting of the annual parish held on the 3<sup>rd</sup> April 2017 were accepted as a true record.

**B)** That the minutes of the meeting held on the 3<sup>rd</sup> April 2017 were accepted as a true record.

09/1720 **Clerk and Lengthsman's report**

The Lengthsman reported that the youth shelter required repairing and footpath number 84 was very overgrown with tree branches from a resident's property.

The clerk had been dealing with issues raised from the previous meeting and completing the accounts ready for the auditor.

09/1721 **Reports from invited guests**

Cllr Mulligan reported that the elections were now over and there had been some political changes in the make-up of the County Council. Over the next few weeks membership of the executive and committees would be finalised.

Cllr Mercer reported that he and a number of residents had attended a planning committee meeting about an application on Dick Lane. The application was subsequently approved with conditions imposed.

09/1722 **Co-option on to the Parish Council**

Mr Rogerson attended the meeting from 9pm onwards

**Resolved:** That Mr Mike Rogerson was accepted on to the council and duly signed his acceptance form.

09/1723 **To appoint Councillors to working groups**

**Resolved:**

Name	A Lynch	C Carter	A Denning	M Benson	P Boocock	W Mercer	M Rogerson
Recreational Grounds				x		x	x
Mapping & assets	x		x	x			
Finance & Staffing		x			x		x

Signed.....

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Planning & Environment	x				x	x	
Festive Lights			x		x		x
Ickornshaw Moor Group							
Information Officer (incl clerk)					x		
Allotments Group		x					

09/1724 **Review of the accounts for 2016/17**  
The clerk went through the questions within the governance statement and Councillors responded accordingly.  
**Resolved:** That the annual governance statement was signed as a true record of dealing with the accounts for the financial year 2016/17

09/1725 **Insurance renewal**  
Came and Company, as insurance brokers, had provided alternative quotes and the opportunity to enter in to a 3 year agreement. As the asset register was being updated in line with the audit request Councillors considered it better to remain with a 1 year agreement until this was completed in case it had an impact on the overall premium.  
**Resolved:** That Came and Company were selected as the preferred insurance company at a cost of £831.86.

09/1726 **Annual review of the risk assessment policy**  
The policy covers any risks that might face the Parish Council, although it was recognised that not all risks could be foreseen. Amendments were made to the score value of some of the risks and the document will continue to be reviewed annually.  
**Resolved:**

Area	Current risks (and future risks)	Level	Control (and proposed improvements)
Assets	Protection of physical assets	Low	Insurance cover in place. Ongoing repair and renewal process monitored by Clerk and Council
	Security of physical assets	Low	Cleaning equipment for the Lengthsman is securely locked in a storage area
Finance	Banking	Low	All balances held with a high street bank
	Financial controls and records	Low	Monthly reconciliation which is reported to the Council. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	Low	VAT claims calculated by the Clerk. Internal and external auditor to provide double check. PAYE returns dealt with by the clerk
	Sound budgeting to underlie annual precept	Low	Expenditure against budget reported to Council monthly. Finance working group to monitor progress. Budget process to start in October with final budget to be agreed at the January meeting.
	Complying with borrowing restrictions	Low	No borrowing at present.
Liability	Risk to third party, property or individuals	Low	Insurance in place. Open spaces and trees checked regularly.
	Legal liability as consequence of asset ownership	Medium	Insurance in place where required. Monthly checks of the sites. ROSPA report on all children's play equipment to be carried out every year and reviewed by the Council with an action plan for any issues arising from the report.
Legal Liability	Ensuring activities are within legal powers	High	Clerk checks legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes	Low	Minutes of meetings are approved by the Council on a monthly basis. Agendas are made available to press and public via the Parish Council web site and in the Council notice board. Minutes are available on the council web site.

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	Proper document control	Low	Allotment holders tenancy agreements, legal documents and minutes are kept by the Clerk. Where possible electronic storage is made on a separate hard drive, which is kept by the clerk. Storage of archive material to be placed in the steel lockable cabinet held at Saint Andrews Church with the clerk as key holder.
Councillor propriety	Registers of Interests and gifts and hospitality in place	Low	Register of interest to be completed and supplied to CDC and a link from the Parish Council web site to CDC web site to be in place so as to provide accessibility by the public. Council members are reminded of their obligations re gifts and hospitality by way of printed details on each agenda. Special dispensation agreement for Councillors to be considered by the clerk on receipt of a written request for such action to be taken.

09/1727 **Gala funding request**  
The clerk had received a request from the gala committee seeking a contribution towards the gala for 2017  
**Resolved:** That £750 be granted towards this year's gala.

09/1728 **Drainage at the main recreational field**  
Councillors had considered the report by JBA Consultants, the options available and the associated costs. It was considered that the culvert running across the field was the best option available to tap into providing it was legal and feasible. Ownership was unknown at this time.  
**Resolved:** That the clerk contacts Yorkshire Water to arrange a site meeting and the item be discussed at the July meeting.

09/1729 **Parish Council owned allotments**  
The Council noted the death of Mr Varley, an allotment holder, which meant that 2 plots had become vacant. The plots were of such a size that they could be split into 4 and would give a greater opportunity for others to become allotment holders. Other refurbishment work was also required around the plots whilst new fences and gates were installed.  
**A) Resolved:** That the clerk investigates the cost of sub dividing 2 plots in to 4, clearing the site and looks at any other works required with associated costs and reports back to a future meeting.  
In line with suggestions from the insurance company it was also necessary to develop a risk assessment document that would be given to the plot holders. The clerk provided an outline copy of a risk assessment and a national policy guidance document.  
**B) Resolved:** That the allotment working group work on formulating a risk assessment policy for the Parish Council and report back to a future meeting.  
(Cllr Mercer left the room for this item)  
A tenant had sent in a written request to have his tenancy agreement amended to include his spouses name as a joint holder. Councillors considered the request and the implications that it may have for the future.  
**C) Resolved:** That the request be declined and the clerk writes to the plot holder informing him of the Councils decision.

09/1730 **Finance**  
**Resolved:** That the accounts presented for payment were agreed.

Payee	Cheque No.	Details	Amount
A Mallinson	201550	April wages	£423.83
S Mason	201551	April wages	£256.00
HMRC	201552	PAYE	£169.80

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YLCA	201553	Inv 617-1617 Folder dividers	£13.00
CDC	201554	Inv Eection expense 2016 (uncontested)	£120.00
JBA Consulting	201555	Inv 2017/1270 final payment ref drainage	£890.40
Came and Company	201556	Insurance renewal	£831.86
		Total	<b>£2,704.89</b>

09/1731 **Planning**

**Resolved:** That the following comments are sent to CDC planning department

Planning Ref No.	Site Location	Brief Description of Proposal	Comments
22/2017/17966	Moorview, Gill Lane	Sunroom extension	No comment
22/2017/17999	Moorview, Lane Ends Lane	Regularisation of discrepancies between existing & approved application 5/22/275 in 1984	No comment
22/2017/17934	Fleet Farm	To vary condition No2 to ref 22/2016/17178 to reduce ground floor levels.	No comment
22/2017/17958	Middle House Farm, Park Lane	Portal framed agricultural building	No comment
22/2017/17830	Bank Farm, Main Street, Ickornshaw	Significant pruning of trees	No comment

09/1732 **Verbal reports from working groups and committee reps**

- a. **Planning and environment:** The clerk requested to apply for a TPO on the hedge on Dick Lane
- b. **Residents group:** The criteria for the funding application by FMI to Awards for All has changed. The clerk to inform them to insert the Parish Council as the applicants.
- c. **Rec grounds:** The working group put forward a list of repairs that require carrying out. The clerk will obtain quotes for the work.
- d. **Mapping and Assets:** Nothing further.
- e. **Finance and staffing:** Nothing further.
- f. **Festive lights:** Nothing further
- g. **Allotments:** To arrange a meeting to discuss the vacant plot and future developments of the allotments and formulate a risk assessment policy

09/1733 **Correspondence (For information and to form future agenda items)**

Reported on a number of planning decisions that have taken place by CDC

09/1734 **Members community reports**

Cllr Carter is aware of some documents held by the school relating to the Hugh Smith charity and will try and obtain copies. Cllr Boocock had spoken to the chairman of the private allotment holders association about the condition of the footpath running along-side the plots. This has been investigated by NYCC and work by the plot holders was required to prevent water and debris from escaping from the allotments before any further work could be done. Cllr Denning had received complaints about dog fouling on the recreational field and that some people were depositing dog poo in private resident's bins. Cllr Rogerson informed Councillors that there was a duck race and barbeque being held on the 27<sup>th</sup> May at 3pm to raise money for the village hall. The event was taking place at Winkholme Bridge.

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09/1735

**To agree and note the time and date of the next Parish Council Meeting**

**Resolved:** That the next meeting is to be held on Monday **12<sup>th</sup> June** 2017 at 7pm at Saint Andrews Church.

Please note that the June meeting will **NOT** be taking place on the first Monday of the month due to a number of Councillors not being available.

Meeting closed at 10.15 pm

Signed.....

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