**MINUTES OF EXELBY, LEEMING & NEWTON PARISH COUNCIL HELD ON MONDAY, 31 OCTOBER 2016 VILLAGE HALL, LEEMING**

**Present**:

Councillors: Kettlewell (Chairman), Curry (Vice Chairman), Sykes, Herbert, Robinson and the Clerk to the Council.

**Apologies for absence**: - Councillor Capel

**Guests**: - Councillor Les, (NYCC) Councillor Barningham (HDC) & Councillor Noone (HDC). Councillor Barker (NYCC) gave his apologies.

**Residents**: 5

The Chairman welcomed everyone to the meeting. The meeting formally opened at 07:30 pm.

The meeting was not being audio recorded.

**Minutes**

The Minutes of the parish council held on 26 September 2016 having been circulated to all members of the Council were read, approved and signed by the Chairman, Councillor Kettlewell as being a true and accurate record.

Councillor Curry proposed acceptance of the Minutes as being a true record and this motion was seconded by Councillor Herbert. All members gave their approval to the minutes presented.

 **(1A)** Declaration of Interest

 No declarations of interest were made at the meeting.

 **(1). Matters Arising**

1. Councillor Curry reported the enquiries made at Land Registry identified the owners of the land that is affected by Hogweed. Clerk requested to write to the landowner to have the Hogweed removed. **Action: Clerk.**
2. The Clerk reported the Internal Auditor, Mr Nigel Exelby confirmed his wish to undertake the annual audit to 31 March 2017. Clerk to write to Mr Exelby confirming his appointment**. Action: Clerk**.
3. The Clerk reported the sum of £38.00 was transferred from the War Memorial Savings Account to the Current Account with Barclays Bank plc. The transfer was undertaken by Councillors Kettlewell and Herbert as approved at the September 2016 parish council meeting.
4. The Clerk confirmed the draft letter placed before the members at the September meeting and approved, was sent to Head of Legal Services. A response has been received and will be dealt with under Correspondence.
5. Councillor Kettlewell informed members that following a residents report at the September meeting, of dirt on the road from a local farm, has now been cleared.
6. The report of the overgrown vegetation over the path between Leeming and Londonderry, impeding pedestrian’s progress along the pathway, has yet to be checked and verified if the path is now clear. Councillor Kettlewell to make enquiries. **Action: Councillor Kettlewell.**
7. **Police Report**

The Police report was presented by the Clerk as no officer was in attendance. Copies of the report were sent to members via e-mail for information. The content of the report was read by the Clerk and no issues were raised. The report highlighted the overall decline in criminal activity over the year and confirmed that North Yorkshire is one of the safest County’s to live.

**(2). Finance**

1. Payments

The members were provided prior to the meeting, a schedule **(SCH 1)** of financial transactions for the period to 31 October 2016.

 The schedule provides details of the cheques drawn up to the date of this meeting.

The cheques drawn were approved for payment by all members present.

1. Budget Update for October 2016

The Clerk informed members, the expenditure for the month (September) of £742 (exclusive of VAT) gave a variance of £0 for the month against the budget forecast of ££742. The actual expenditure to date is within budget for the year to date.

1. Budget Consideration for the financial year 2017/2018

The Clerk informed members of the budget proposals for the year 2017/2018 (copy of the proposals previously notified to members). Members considered the budget estimates for the financial year 2017/2018 and approved the estimates. The estimated budget spend of £7,250 was agreed. The whole of the estimated spend is to be covered by the precept. In the previous year, part of the spend was met from Reserves. Acceptance of the budget forecast was proposed by Councillor Curry and seconded by Councillor Kettlewell.

 **(3). Correspondence**

 (i) All correspondence received and sent are shown on Schedule 2.

 (ii) The Clerk informed members that a response had been received from HDC, Head of Legal Services in respect of the enquiry made in to the process to apply for change of parish council name from Exelby, Leeming & Newton Parish Council to Exelby, Leeming and Londonderry Parish Council. In order to move forward with the proposal, the parish council have first to consider diversity and equality issues, reasons for the change, considering the views of residents etc. The Chairman requested the matter be brought to the November parish council meeting and be included on the Agenda. **Action: Clerk**.

 **(4)**. **Planning Applications**

 Schedule **(SCH 3)** was circulated to the members prior to the meeting.

Three planning applications were received during the month and one Notice of Decision:

1. **Applicant** – Mr G. Wilkinson

**Proposal** – Proposed extension to outbuilding to add trailer store at Lowfields Hall, Exelby.

**Planning reference** – 16/01919/FUL

 **No objection** raised by the members to the proposed application.

1. A**pplicant** – Mr & Mrs P Townson

**Proposal** – Proposed construction of a side extension and front bay window extension at 1 St Johns Crescent, Leeming.

**Planning reference** – 16/1787/FUL

**No objection** raised by the members to the proposed application.

1. A**pplicant** – Mr & Mrs G. Lee

**Proposal** – Application for Outline Planning permission with some matters reserved (considering access) for a detached dwelling.

**Planning reference** – 16/02010/OUT

**Objection** raised as the proposed development is outside the Local Development Framework. Access may be an issue for the development and residents.

**Notice of Decision**

1. **Applicant**: Mr & Mrs J Clark

**Proposa**l: Construction of dwelling house and attached double garage and the formation of a new access.

**Planning ref**: 16/1787/FUL

**PERMISSION GRANTED BY HDC**

 **(5) Freedom of Information**

 Councillor Curry confirmed no FOI requests had been received in the month.

 **(6)** **Environment and the Community**

 **(i) Charity auction – 15 October 2016**

 The Chairman reported the Charity Auction held on 15 October 2016 was a great success for the support of Yorkshire Air Ambulance and Leeming village hall. The auction raised the total sum of £1,552.00 to be divided equally between the two charities. The Chairman thanked the hard work given by Councillor Capel and Councillor Curry to make the event the success it was. Clerk to forward the cheques to the respective charities. **Action: Clerk**.

 (II**) Flower Beds**

 The Chairman reported the soil for the flower beds was changed at Londonderry being donated by Councillor Herbert. Additional planting has yet to be undertaken. The Chairman informed members that for next year’s planting and maintenance of the flower beds, be put out to tender and undertaken by a contractor. The matter to be put on the November agenda for consideration. **Action: Clerk.**

 (iv) **Councillor Vacancy**

 The parish council received one letter of interest by an Exelby resident to be considered for co-option on the parish council. The application was discussed by the members at the meeting and it was agreed by all members to accept the application from Mrs Jane Ward. The application for acceptance was proposed by Councillor Kettlewell and seconded by Councillor Herbert. The Chairman welcomed Mrs Ward on to the parish council.

(v) **Refurbishment of village seat**

 Mr & Mrs Dixon of Londonderry have informed the parish council they will be paying for the refurbishment of the seat in front of Newton Crescent. The Chairman thanked them for their generous contribution to the village which is very much appreciated.

(vi) **Bus Shelter - Londonderry**

The Bus Shelter at Londonderry requires minor repairs due to missing roof tiles and damage to the ceiling. Councillor Robinson has estimated the cost including labour and materials at £120 and will be providing the parish council with a quote for the work. **Action: Councillor Robinson**.

(vii) **Exelby Bus Shelter**

 The bus shelter at Exelby requires a general tidy-up and is to be considered at the November parish council meeting. Clerk to place the matter on the November agenda**. Action: Clerk**.

(viii) **Leeming Defibrillator**

 Councillor Curry reported that a defibrillator in a nearby village had been found to be missing when a safety check was undertaken. It is not known if the equipment was subjected to theft or a failure to be returned after being used! It was confirmed that a weekly check of the equipment located at the village hall is checked by a member of the village hall management.

 **(7)** **Open Forum**

1. No issues were raised under Open Forum.

**(ii) The next meeting of Exelby, Leeming & Newton Parish Council will be held on Monday, 28 November 2016 at 07:30 pm at Leeming village hall.**

 As there was no further business to be conducted, the meeting closed at 08:10 pm**.**

**Signed**: ………………………………………………………………………………………..

 **Chairman/Vice-Chairman**

**Dated: 28 November 2016** Minutes of ELN PC28/11/2016