

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

OFFICIAL NOTICE OF A PARISH COUNCIL MEETING

MEETING TO BE HELD REMOTELY AT 7:30PM MONDAY APRIL 27, 2020

Note: This meeting is being held remotely using video conferencing methods in accordance with legislation which came into force on April 4, 2020 as set out in 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020'. The meeting will have the same status as a meeting held 'in person' and will operate in accordance with our existing Standing Orders, Code of Conduct and other relevant policies. A new Standing Order will however also be considered at the beginning of the meeting to cover any changes in procedure which holding the meeting remotely, necessitates.

The meeting will be open to Members of the Public, and anyone interested in observing or participating should contact the Clerk for details of how to take part. We are currently restricting the Agenda to topical and essential items only.

AGENDA

- 1. Welcome. Apologies for absence from Councillors – approve reason why unable to take part.**
- 2. Consider and approve an additional Standing Order to enable effective management of remote meetings.**
- 3. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association by Councillors for any item on the agenda. Approve requests for dispensations if any.**
- 4. Approve the Minutes of the Parish Council meeting held on 30th March 2020.**
- 5. Formally ratify all decisions taken at meeting on 30th March 2020.**
- 6. Community Helper scheme**
 - a) Update on the scheme from Cllr Aksut – report on how this is functioning and whether any further steps can be taken to provide additional assistance to the community.
 - b) Consider whether to implement the Community Loan scheme, initiated by Nidderdale Plus.
- 7. Urgent updates from County and District Councillors if present.**

8. Planning – recent Applications made to Harrogate Borough Council. The Parish Council will provide a response on the following cases:

- a) 20/00344/FUL – Brock House, Park Wood, Ripon Road, Kirkby Malzeard – Erection of garage extension - Cooke
- b) 20/0170/PNA – Beckmeeting Farm, Appleby Lane, Laverton - Prior Notification for the erection of a mixed-use agricultural building – Carling
- c) 20/01231/FUL – Greystone Edge, Kirkby Moor Road, Kirkby Malzeard – Formation of riding arena – Gaunt
- d) 20/01220/FUL – Ringbeck, Ringbeck Road, Kirkby Malzeard – Division of existing dwelling house to form two dwelling houses, single storey infill extension and extension of domestic curtilage – Clayton Moore
- e) 20/00913/FUL – High Pastures, Laverton Road, Kirkby Malzeard – Extension of Existing Stable Block / Barn to provide Implement Shed - Bain

9. Internal Audit 2019-20.

An Internal Audit is scheduled to be carried out remotely on 24 April by Janet Bennett of Yorkshire Internal Audit Services and a brief report on the conclusions of the Audit will be provided by the Clerk.

All end of year documents will be formally considered for approval at Annual Parish Council Meeting in May, together with the 2019-20 Annual Governance and Accountability Return (AGAR) document.

10. Financial Items:

- a) Bank statement – balance, outgoings and income on latest available statement.
- b) Cash Book – up to date record of payments/receipts. Reconciliation with bank statement.
- c) End of Year Comparison to Budget. Document, incorporating explanation of significant variances, to be considered and approved.
- d) On-line banking. We have now been advised by HSBC that in order to progress this as quickly as possible one of the existing signatories should be designated as Primary User. Approve Chair as Primary User, with a view to changing to Clerk, once on-line banking has been set up.
- e) Approval of payments (including VAT where applicable);

Payee	Amount	Item Paid For
Reimbursement - Clerk	£3.49	Printer ink subscription
Reimbursement - Clerk	£7.32	Stamps
D3 Office Group	£9.22	Envelopes
Jeni Cropper & Associates	£60.00	Neighbourhood Plan Logo Design

Morgans Estates	£380.00	Grass Cutting
Zoom	£11.95	Monthly subscription

11. Emergency Delegation of Powers to the Clerk. The Council will consider implementing the delegation of Powers to the Clerk under the Standing Order approved last month.

12. May Monthly meeting and the Annual Parish Council Meeting. These are scheduled to take place from 7.15pm onwards on Monday May 18, 2020. Consider and approve holding these meetings on separate evenings to accommodate time limitations of video conferencing system.

13. Any Other Business. Items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion and referral onto Agenda of next meeting.

14. Date of next meeting: To be held remotely or at the Mechanics Institute, Kirkby Malzeard, if permissible. Date to be confirmed as agreed under item 11. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk no later than ten days prior to the meeting date.

Dated 22/04/2020

PARISH CLERK: Victoria Preston, 17 Cypress Gardens, Ripon, HG4 2LT (Postal enquiries only) Tel: 07725801675 Email: clerk.kmldpc@outlook.com Agenda, along with General Privacy Notice, also available on the Parish Council website: www.kirkbymalzeardarea.org.uk Facebook: @kmldpc