

# **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

## **NOTICE OF A PARISH COUNCIL MEETING**

### **MEETING TO BE HELD REMOTELY AT 7.30PM MONDAY MARCH 30, 2020**

**Note:** A Public meeting of the Council is prohibited at present due to the Coronavirus epidemic and the Council is following advice from NALC and YLCA that meetings can, in these circumstances, be held remotely. A conference call system is to be used. The Clerk will take Minutes for publication in the usual manner and all decisions will be formally ratified at the next public meeting.

#### **AGENDA**

- 1. Welcome. Apologies for absence – approve reason why unable to take part.**
- 2. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association** by Councillors for any item on the agenda. Approve requests for dispensations if any.
- 3. Approve the Minutes of the Parish Council meeting held on 24<sup>th</sup> February 2020 and the ‘Extraordinary’ Parish Council meeting held on 2<sup>nd</sup> March 2020.**
- 4. Planning – recent Applications made to Harrogate Borough Council. The Parish Council will provide a response on the following cases:**
  - a) 20/00563/FUL – Curlew Croft, Main Street, Kirkby Malzeard – Erection of 1 no. new dwelling with access and parking – Edwards
  - b) 20/00584/CLEUD – Buck House Farm, Gillgate Road, Laverton – Certificate of Lawfulness for the existing use of a static caravan as a holiday let – Stirk
- 5. Local Organisation grants 2019-20** – Council to consider whether to defer approving allocation of grants from the 2019-2020 fund pool in the light of the coronavirus epidemic or whether to proceed with allocation, and if so to approve the individual allocations. It is proposed that the fund may be needed for contingency use within the Parish during the current emergency and allocation should therefore be deferred.
- 6. Community helper scheme.** – Approve the creation and continuation of the scheme to assist residents during the Coronavirus epidemic.
- 7. Internal Audit arrangements for 2019-20**

- a. Approve appointment of Janet Bennett of Yorkshire Internal Audit Services as Internal Auditor at a cost of £225.
- b. Review and approve effectiveness of Internal Controls prior to completion of Annual Governance Statement.

### 8. 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) On-line banking – approve Clerk as Primary User as requested by HSBC.
- d) Approval of payments (including VAT where applicable);

| Payee                 | Amount  | Item Paid For                          |
|-----------------------|---------|--|
| Reimbursement - Chair | £3.49   | Printer ink subscription               |
| YLCA                  | £419.00 | Membership fees 2020-2021              |
| Clerk                 | £68.00  | Homeworker allowance (17 weeks)        |
| Clerk                 | £30.48  | Extraordinary meeting (3 hours)        |
| Beyond Digital        | £48.00  | Printing - Neighbourhood Plan leaflets |

**9. Emergency Delegation of Powers to the Clerk.** It is proposed that the following be approved as an addition to the Standing Orders of the Council:

In the event of an Emergency the Council empowers the Clerk to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Whilst fully delegating these Powers the Council expects that Councillors will be consulted prior to any actions being taken. In the event of the Clerk being unavailable to fulfil this role, the delegation of power will be passed to the Chair and then to the Vice-Chair if the Chair is unavailable.

The Council will then consider and approve implementing the delegation of Powers to the Clerk under the above Standing Order at this time.

**10. Date of next meeting:** Monday 27<sup>th</sup> April 2020 at 7.30pm. To be held remotely or at the Mechanics Institute, Kirkby Malzeard, if permissible. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 17<sup>th</sup> April 2020 please.

Dated 25/03/2020

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