

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING on Monday 8th June 2020 held remotely

The meeting commenced at 7.30pm. Present: Councillors Pippa Manson (Chair), Peter Saxon (Vice-Chair), Geoffrey Berry, Jane Aksut, Howard Mountain, Geoff Loble and Alan Brownlee, together with the Clerk.

Note: The meeting was 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'.

This 'Extraordinary' meeting has been called by the Chair, as a response to item 9 of the Annual Meeting of the Parish Council. This matter was deferred from the meeting on 27.05.2020 so that further information could be considered.

It was confirmed by the Chair that all persons attending could hear and be heard prior to commencement of the meeting.

1. Welcome. Apologies for absence from Councillors – approve reason why unable to take part. The Chair officially welcomed everyone to the meeting and accepted apologies from County Cllr Margaret Atkinson. A brief summary of the procedure at remote meetings was read out by the Chair.

2. Gwynneth Jackson – It was noted with sadness the death of Gwynneth Jackson. Her long-standing contribution to the Council and the community was acknowledged. It was noted that Kirkby in Bloom are planning to raise money in order to purchase a memorial for the village, to commemorate Gwynneth. **Action: The Parish will write to Gwynneth's relative to offer condolences.**

3. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association
None

4. Approve the Minutes of the Parish Council meeting held on 18th May 2020. The minutes were approved as a true record and will be signed as such by the Chair. **Action: Chair to sign copy of approved Minutes and post to Clerk.**

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

a) 20/01232/FUL –Greystone Edge, Kirkby Moor Road, Kirkby Malzeard– Erection of holiday cabin – Gaunt **Decision A – The Parish Council has no objections.**

Action – Clerk to submit responses to HBC.

6. Governance Documents for 2020 onwards – In accordance with Standing Order 26b a detailed review of the Code of Conduct, Standing Orders, Financial Regulations, Risk Assessment Register and Publication Scheme documents was carried out with amendments made to all documents. These will be formally adopted at the next meeting subject to clarification on the following points:

a) Code of Conduct.

Section 6.4 – It was agreed that Members who take private Legal Advice should have the right to challenge the Monitoring Officer, whose decision should not be taken as final. The member(s) should be allowed to take the matter to a Court of Law or Tribunal for adjudication. **Action: Cllr Berry to produce revised version for consideration**

Section 9 – Councillors felt that the proposed wording of this section dealing with the Dispensation process required further clarification. It was decided that advice should be sought from YLCA. **Action: Clerk to seek advice from YLCA**

b) Standing Orders

1e – It was agreed that where a member of the public wishes to speak on an issue, which may take them over the 3 minute limit, that they should present a paper on that topic to the Clerk and the members, in advance of the meeting, in order to allow the subject to be properly and fully considered. **Action: Cllr Mountain to produce revised version for consideration.**

1h – It was agreed that the Clerk would clarify with YLCA as to whether the law dictated that a person must indicate that they are recording proceedings on any item, in advance of commencing to do so. **Action: Clerk to clarify with YLCA**

6c – It was agreed that Press and Public should be excluded from the meeting when any item regarding staff appraisals was being discussed. **Action: Cllr Mountain to produce revised version for consideration.**

Appendix 1 – It was agreed that the Clerk would ask YLCA for clarification as to whether Councillors, who are not residents of that specific Parish, are allowed to speak at the Annual Parish Meetings of that Parish. **Action: Clerk to clarify with YLCA**

c) Financial Regulations.

8 – It was agreed that the Council will seek advice from YLCA as to whether the existing wording would prevent the Council taking out loans from the Public Works Loan Board. **Action: Clerk to seek advice from YLCA**

Action: Approval and adoption of the revised Governance Documents to be placed on the agenda for the next meeting

7. Initial discussion re proposed arrangements for the Parish Council

- a) It was agreed that the Parish Council should adopt clear aims/objectives/principles to guide strategic plans and priorities. It was felt that having clear objectives may help the public to understand and relate to the Parish Council. A working group consisting of Cllrs Brownlee, Saxon and Aksut was set up to formulate initial ideas of the aims and objectives that the council could adopt. **Action: Review initial ideas at the next meeting.**
- b) The delegation/sharing of responsibilities and tasks to individual councillors was approved in principle. A list of current responsibilities and tasks will be emailed to Councillors in order to initiate a discussion about the tasks Councillors are currently undertaking and tasks that they wish to assume responsibility for. **Action: Place on the agenda for the next meeting.**

8. Kirkby Malzeard Area Community Association. The Constitution, which incorporated Trustee details, was approved. **Action: Cllr Mountain to submit the application for registering the body with the Charity Commission as a Charitable Incorporated Organisation.**

9. Work to improve Common Land areas – The spraying of invasive weeds at Laverton Quarry was approved on the basis of an estimate of £30. **Action: Contractor to be instructed to proceed.**

10. Financial Items:

- a) The following payments (including VAT where applicable) were approved. It was noted that the payment to the Yorkshire Ambulance Service was subject to VAT. **Action: Clerk to order Defibrillator Pads. Chair to book training course.**

Payee	Amount	Item Paid For
Yorkshire Ambulance Service	£55.20	Replacement of Defibrillator Pads x2
YLCA	£48.00	Chair training

Meeting Closed at 21.10

Dated 17/06/2020

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Agenda, along with General Privacy Notice, also available on the Parish Council website

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