



# CLINT CUM HAMLETS PARISH COUNCIL

Chairman: Cllr G Walker  
Clerk: Rob Bareham  
e-mail: clerk.cchpcc@gmail.com



Minutes of the Ordinary Meeting of  
Clint Cum Hamlets Parish Council  
held in the Community Centre, Burnt Yates on  
**Wednesday 8<sup>th</sup> May 2024 @ 19:30pm**

Abbr: GW = Cllr G Walker, CP = Cllr C Padwick, RP= Cllr R Parker, RB = R Bareham (Parish Clerk), FCL = Felicity Cunliffe-Lister (Councillor)

Key: BYCC = Bay Horse Community Centre, BYAA = Burnt Yates Allotment Association, CC = Cricket Club, CRP = Community Resilience Profile, IA = Internal Auditor, MoP = Member of the Public, NAG = Nidd Action Group, NYC = North Yorkshire Council, NYP = North Yorkshire Police, PC = Parish Council, SLCC = Society of Local Council Clerks, W3W = What 3 Words.

In Attendance: Cllr G Walker, Cllr C Padwick, Cllr R Parker, R Bareham (Parish Clerk).

Members of the Public (MoP): 3

## Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
<b>2425.010</b>	<b>Welcome by the Chairman</b> The Chairman welcomed everybody and opened the meeting at 1944hrs.	
<b>2425.011</b>	<b>Absence and Apologies</b> a) To Receive Apologies n/a  b) To approve the reason(s) for absence given by Councillors. n/a	
<b>2425.012</b>	<b>Dispensations &amp; Pecuniary Interests</b> a) To receive, consider and decide upon any applications for dispensations. No Requests for Dispensation Received  b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests. No additional Declarations of Interest received.	
<b>2425.013</b>	<b>Minutes for approval from Previous Meetings</b> a) To approve the minutes of the Ordinary Parish Council meeting held on the 6 <sup>th</sup> March 2024. <b>Resolved:</b> The minutes were signed as a true record.	
<b>2425.014</b>	<b>Public participation Session</b> (for the public to talk to councillors about items on the agenda) a) A MoP updated and provided a picture of the recently restored milestone in the parish. <b>Resolved:</b> The council thanked the MoP for their work. See Appendix A.  b) A Mop asked if the carpark was going to be repaired/resurfaced.	

	<b>Ongoing:</b> The clerk advised that this would be on the agenda for the next meeting.	<b>RB</b>
	c) The MoP was also concerned that there were no signs against overnight camping. <b>Resolved:</b> GW agreed to source & provide	
	d) It was also discussed that the height barrier was damaged. <b>Ongoing:</b> GW will ask Todds for a quote to repair and lower the barrier.	<b>GW</b>
<b>2425.015</b>	<b>To receive the Councillors report</b>	
	a) To note the apologies from FCL FCL's apologies were noted.	
<b>2425.016</b>	<b>Councillor Vacancies</b>	
	a) The clerk to update on the councillor vacancies. <b>Ongoing:</b> The clerk confirmed that the council still had two vacancies and no enquiries had been received.	<b>RB</b>
	b) The clerk to update on the recruitment for the current vacancies <b>Ongoing:</b> The clerk will again send out to the village societies & school a request for support.	<b>RB</b>
<b>2425.017</b>	<b>To receive the Clerks report</b> (Items received after the publication of the agenda or for items needing discussion)	
	a) CP/RB to update the council on the "move" over to ".GOV.UK" domain names and email addresses and to consider the three quotes 2 of which take advantage of the 'one off' set up fee from the Government of £100.00. (Clerk to request deferral due to further information received). <b>Ongoing:</b> The clerk requested to defer this item as a new service from YLCA was being announced imminently.	<b>RB</b>
	b) To updates the council on s106 funds available <b>Ongoing:</b> This item was deferred awaiting an updated list of available funds from NYCC.	<b>RB</b>
	c) To note the York & North Yorkshire Mayoral election takes place on the 2 <sup>nd</sup> May 2024 and has been advertised on the website. <b>Resolved:</b> The council noted the item.	
	d) To note the availability of the official portrait of King Charles <b>Resolved:</b> The clerk to liaise with the BYCC so it can be hung in the Community Centre.	
	e) To update on the location of archive minutes <b>Ongoing:</b> The clerk to ask previous clerks if they know where these items are.	<b>RB</b>
<b>2425.018</b>	<b>Correspondence Report</b> (Items received after publication of the agenda or for items needing discussion)	
	a) To note the email from a member of the public regarding the Sewage Works at Shaw Mills. <b>Ongoing:</b> The email was noted. However, CP informed the council that no further development had or was currently taking place. CP to monitor.	<b>CP</b>
	c) <b>Additional Item.</b> The clerk informed the council that a request had been from BYCC for £100.00 to plant flowers in the parish. <b>Resolved:</b> The council agreed to fund £100.00 towards the planting	

<b>2425.019</b>	<b>Matters arising from previous meetings</b> (Items requested to remain on the agenda or to be resolved)	
a)	RB to update on the defibrillator attached to the Cricket Pavilion and for the council to consider any actions <b>Ongoing:</b> GW to chase the quotation to repair both defibrillators.	<b>GW</b>
b)	CP to update the council on the installation of the dog bin at W3W = departure.exporters.bring <b>Resolved:</b> CP was pleased to confirm that the bin had now been installed	
c)	GW/CP to update the council on the Parish Facebook page. <b>Resolved:</b> CP was able to confirm that the Facebook page passwords had now been handed over and was up and running and any contributions welcomed.	
d)	RB to update the council on the estimate from D.A. Ainsworth & Sons for the repairs to the play equipment. <b>Ongoing:</b> RP will chase the contractor.	<b>RP</b>
e)	RB to update the council on drawing up a rental/lease agreement between the CC, BYAA and the PC. <b>Deferred:</b> The clerk asked to defer this item as new paperwork had come to light that may help resolve this item.	<b>RB</b>
f)	GW to update the council on the BYAA S106 application to repair the broken fence. <b>Ongoing:</b> BYAA had still not received any response from NYCC. RP & GW have offered to replace the fence at cost only. RP will provide a quote to BYAA for the materials.	<b>RP/GW</b>
<b>2425.020</b>	<b>Items for discussion from Councillors or a member of the public.</b> (These are new items that have been requested to be included in the agenda)	
a)	GW to inform the council on damage to the car park barrier and for the council to consider any further action. (See 2425.014 (d))	
b)	GW to update on the Dog Waste stickers in the village. <b>Resolved:</b> GW confirmed that additional stickers had been purchased by him with no charge to the PC. The council thanked GW.	
<b>2425.021</b>	<b>Area 6 Highways</b>	
a)	RB/GW to update the council on the Highways 6 Teams Meetings on the 7 <sup>th</sup> March 2024 and 4 <sup>th</sup> April 2024. <b>Ongoing:</b> GW informed the council that the meeting(s) were of great benefit to the parish in keeping in touch with Highways on relevant matters. The following was fed back: <ul style="list-style-type: none"> <li>• The traffic island was still at the design stage but would be awaiting funding.</li> <li>• The Drop curb was still awaiting funding</li> <li>• The collapsing wall on Law Lane was being monitored by Highways but was not considered to be collapsing at the moment.</li> <li>• Highways agreed that a review of speeding in the village may help with the next stage of prioritising projects</li> </ul>	<b>GW/RB</b>
b)	To note the next Teams meeting with Highways 6 is on the 9 <sup>th</sup> May 2024. <b>Ongoing:</b> The council noted that date of the next meeting	<b>GW/RB</b>
c)	RB to update on the collapsing wall on Law Lane from the Highways 6 meetings.	

**Ongoing:** See 2425.021 (a)

**GW/RB**

- d) GW to update on the fresh survey to monitor vehicle speeding through the parish.

**Ongoing:** See 2425.021 (a)

**GW/RB**

- e) GW to update on the roadside gateway into Burnt Yates.

**Ongoing:** There was no update on this item

**GW**

**2425.022 Planning Matters**

- a) To note the planning application ZC24/00592/PNF

Beckside Farm

Law Lane

Clint

Harrogate

North Yorkshire HG3 3HN

**Resolved:** The council noted the item.

- b) To consider the planning application ZC24/01062/FUL

Whitley House

Clint

North Yorkshire

HG3 3DL

(Submission date extended to 2<sup>nd</sup> May 2024)

**Resolved:** The council noted the item without objection

- c) To note the planning decision ZC24/00592/PNF

Beckside Farm

Law Lane

Clint

Harrogate

North Yorkshire

HG3 3HN

**Resolved:** The council noted the item.

**2425.023 End of Year 2023/2024**

- a) To note Andrew Bosmans was the internal auditor for 2023/2024

**Resolved:** The council noted the item.

- b) To consider any actions and approval of the Internal Audit Report overview received

**Resolved:** The council approved the Internal Audit Report Overview

- c) To consider approving the Annual Internal Audit Report 2023/2024 (AB)

**Resolved:** The council approved the Internal Audit Report

- d) For the council to consider approving the Year End Accounts 2023 -2024

**Resolved:** The council approved the Year End Accounts for 2023 – 2024.

- e) For the council to consider approving the Bank Reconciliation for the Year End 2023 -2024

**Resolved:** The council approved the Bank Reconciliation for the Year End 2023 – 2024.

- f) For the council to consider approving Section 1 of the AGAR once completed and for the RFO and Chair to sign said document

**Resolved:** The council approved Section 1 of the AGAR once it was completed and the document was signed by the RFO and Chairman.

- g) For the council to consider approving Section 2 of the AGAR Accounting Statements and for the RFO and Chair to sign said document  
**Resolved:** The council approved Section 2 of the AGAR and the document was signed by the RFO and Chairman.
- h) For the council to consider approving the Certificate of Exemption and for the RFO and Chair to sign the said document.  
**Resolved:** The council approved the Certificate of Exemption, and the document was signed by the RFO and Chairman.
- i) For the council to consider approving the AGAR 2023 -2024 to be sent to the External Auditor  
**Resolved:** The council approved for the AGAR 2023-2024 to be sent to the External Auditor.
- j) For the council to note the Summary of the Rights  
**Resolved:** The council noted the item.
- k) For the council to consider approving the dates for the Notice of Public Rights and Publication of AGAR Accounts for the year ended 31 March 2024 being Monday 3<sup>rd</sup> of June 2024 – Friday 12<sup>th</sup> July 2024  
**Resolved:** Approved the dates of the Public Notice Rights and Publication of the Agar Accounts for the year ended 31<sup>st</sup> March 2024.
- l) For the council to note all the relevant financial documentation will be uploaded to the website and placed on the noticeboards on Friday 3<sup>RD</sup> of May 2024  
**Resolved:** The council noted the documents will be uploaded on the 10<sup>th</sup> May 2024.
- m) To consider retaining A Bosman as the internal auditor for 2024/2025 £60.00  
**Resolved:** The council agreed to retain A Bosman as the internal auditor for 2024/2025.

#### **2425.024 Financial Matters**

- a) To consider YLCA membership invoice 1801 for £229.00 (see also 2425.025 (a)).  
**Resolved:** The council approved membership for 2024 - 2025 invoice 1801.
- b) To consider payment to A Bosman (Internal Auditor 2023/2024) £60.00 (see also 2425.025 (b)).  
**Resolved:** The council approved payment.
- c) To note the payment to Bay Horse Community Centre £135.00 (see also 2425.025 (c))  
**Resolved:** The council noted the item.
- d) To note the payment to D A Ainsworth for the Bus Shelter repairs £375.00(see also 2425.025 (d))  
**Resolved:** The council noted the item.
- e) To note the payment of backpay to R Bareham (Approved 2324/068 (c)) (see also 2425.025 (e))  
**Resolved:** The council noted the item.
- f) To note the clerk's salary for Q4 2023/2024 £669.32 (see also 2425.025 (f))

**Resolved:** The council noted the item.

- g) To note the HMRC payment for Q4 2023/2024 £173.20 (see also 2425.025 (g))

**Resolved:** The council noted the item.

- h) To consider the payment to TP Jones (Payroll services 2023/2024) £71.55 + £14.30 Vat (see also 2425.025 (h))

**Resolved:** The council approved payment.

- i) To receive the bank reconciliation for March dated 1/4/2024

**Resolved:** The council noted the item.

- j) To receive the bank reconciliation for April dated 26/4/2024

**Resolved:** The council noted the item.

**2425.025**

**Payments to consider:**

a) YLCA - membership (see also 2425.024(a))	£229.00
b) A Bosman - Auditor (see also 2425.024(b))	£60.00
c) BHCA - meeting rooms (see also 2425.024(c))	£135.00
d) D A Ainsworth – Bus Shelter (see also 2425.024(d))	£375.00
e) R Bareham – Backpay (see also 2425.024 (e))	£102.40
f) R Bareham – Q4 salary (see also 2425.024 (f))	£669.32
g) HMRC – Q4 PAYE (see also 2425.024 (g))	£173.20
h) TP Jones – Payroll (see also 2425.024(h))	£85.80
Total	<u>£1,829.72</u>

**Resolved:** The council approved all payments

**2425.026**

**To confirm the date of the next Council meeting(s):**

**Planning Meeting 5<sup>th</sup> June 2024 @ 1930hrs**

*(Subject to planning applications being received)*

*(Cut-off date for agenda items 30<sup>th</sup> May 2024 please)*

**Resolved:** The council noted the meeting date if required.

**Ordinary Meeting of the Parish Council 3<sup>rd</sup> July 2024 @ 1930hrs**

*(Cut-off date for agenda items 27<sup>th</sup> June 2024 please)*

**Resolved:** The council noted the meeting date.

**The Meeting was closed at 2114hrs**

Signed.....*G. Walker*

Dated.....*3<sup>rd</sup> July 2024*



2425.015(a)

