



**MINUTES OF THE MONTHLY MEETING OF CONONLEY PARISH COUNCIL
HELD AT CONONLEY VILLAGE INSTITUTE, 04 JUNE 2024**

Present: Councillors: A Powell (Chairman) K Clark A Brown
M Steele

(Also in attendance: Clerk Hannah Sherriff-Jackson and 2 members of the public)

24/27 (a) TO RECEIVE THE WRITTEN RESIGNATION OF THE CHAIRMAN

The Parish Council received the resignation of Cllr Powell from the position of Chairman.

(b) TO APPOINT A CHAIR FOR THIS MEETING

RESOLVED: Cllr Powell was appointed as Chair for this meeting.

24/28 APOLOGIES (AND REASONS) FOR ABSENCE

Apologies were received from Cllr Dracup.

RESOLVED: That Cllr Dracup's reason for absence was approved.

24/29 CO-OPTION OF A NEW PARISH COUNCILLOR

RESOLVED: That this item was deferred to the July meeting.

24/30 DECLARATIONS OF INTEREST

Cllrs Powell & Brown declared non-pecuniary interests in agenda item 19 (Allotment Updates).

24/31 MINUTES OF PREVIOUS MEETING

Minutes of the previous meeting of Cononley Parish Council were approved as a true and accurate record of the following:

- Annual Meeting held 07 May 2024

24/32 OPEN FORUM

Two members of the public attended.

One member of the public wished to observe.



One member of the public attended to speak on agenda item 18 (c) (Any Other Planning Matters – Road Names). Details of this discussion can be found at Minute 24/44 (c).

24/33 UPDATES FROM NORTH YORKSHIRE COUNCILLOR, ANDY BROWN

Councillor Brown informed the Parish Council that he will check with Highways regarding the 'Road Closed' signs that have appeared on Main Street.

Councillor Brown reported that he will be giving a Locality grant to the Bowling Green.

Councillor Brown will be attending various upcoming meetings such as the Skipton & Ripon Councillor meeting and Planning Committee meetings.

Councillor Brown informed the Parish Council that the election count following the general election in July will be taking place in Northallerton.

Finally, Councillor Brown reported that he will be resigning as a Parish Councillor following this meeting. He thanked the other Parish Councillors and previous Parish Councillors for their help with Clerk recruitment and the transition period. The Parish Council thanked Councillor Brown for his help over the past year.

24/34 APPROVAL OF FINANCIAL REPORT

RESOLVED: That the Parish Council approved the Financial Report for the 12 months to 31 March 2024 (as attached at Schedule 1).

24/35 APPROVAL OF RECEIPTS & PAYMENTS ACCOUNTS

RESOLVED: That the Parish Council approved the Receipts & Payments Accounts for the year to 31 March 2024 (as attached at Schedule 2).

24/36 APPROVE & WET SIGN SECTION 1 (ANNUAL GOVERNANCE STATEMENT) OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24

RESOLVED: That the Parish Council approved and the Chair signed Section 1.

24/37 APPROVE & WET SIGN SECTION 2 (ACCOUNTABILITY STATEMENT 2023/24) OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24

RESOLVED: That the Parish Council approved and the Chair signed Section 2.

24/38 RECEIVE & APPROVE INTERNAL AUDIT REPORT FOR YEAR 2023/24

RESOLVED: That the Parish Council noted receipt of the Internal Audit Report and approved its contents.



24/39 REVIEW AND APPROVE ASSET REGISTER

RESOLVED: That the updated Asset Register was approved.

24/40 CORRESPONDENCE

The Parish Council noted a Road Closure Notification for Babyhouse Lane from 13.06.2024-14.06.2024.

The Parish Council noted a Road Closure Notification for Cononley Lane from 23.06.2024-24.06.2024.

The Clerk informed the Parish Council that she has reported the fly tipping near the Floss to North Yorkshire Council and Yorkshire Water.

24/41 RUNNING ACCOUNTS AND APPROVAL OF FINANCIAL REPORT

The Parish Council noted the running accounts.

RESOLVED: That the Financial Report was approved:

- Current Account as 28/05/2024: £37,796.12
- Instant Access Savings Account as 28/05/2024: £7,894.39

24/42 APPROVAL OF ACCOUNTS TO PAY

RESOLVED: That the Parish Council approved the following Accounts to Pay:

	Payee	Reason	Gross	VAT	Net
	H Sherriff-Jackson	Salary (net) – June	£922.48		£922.48
		Working from Home Allowance	£26.00		£26.00
		Google Play – Gmail Storage	£1.59		£1.59
	HMRC	HMRC NI Cont	£25.01		£25.01
	M Madden	Internal Audit	£200.00		£200.00
	John Wade Groundworks Ltd	Playing Field – Retainer	£2,565.71	£427.62	£2,138.09
	TOTAL		£3,740.79	£427.62	£3,313.17

24/43 APPROVAL OF PAYMENT TO THE LENGTHSMAN



RESOLVED: That the Parish Council approved payment to the Lengthsman once the invoice is received by the Clerk.

24/44 **PLANNING**

a) **New Applications:**

1. **ZA24/26009/TCA** – RESOLVED: The Parish Council wish to see a biodiversity plan for this application in order to make meaningful comment. The Parish Council requests that works are done in order to mitigate habitat removal for example, checking the tree for nests before carrying out works.
 - 12 Main Street, Cononley
 - Pine tree on NR infrastructure to Fell as stated previously + cutting back tree branches that are overhanging from Cononley LX to Throstle Nest foot crossing

2. **ZA24/25995/TCA** – RESOLVED: The Parish Council objects to this application on the grounds of the lack of information available on the Planning Portal. It is the Parish Councils assumption that this is a retrospective application as lots of tree works have already taken place on this site. if this is not a retrospective application, the Parish Council requests that the carrying out of works waits until after nesting season. This is to mitigate the destruction of a known habitat for owls in a conservation area.
 - Aireview Farm, Crosshills Road, Cononley
 - Remove 1 x small ornamental tree, 6 x Holly, 2 x Elder, 2 x Hawthorn & remove branches of shrubby trees to clear the fence line

b) **Planning Decisions:** Details of Planning decisions made by North Yorkshire Council were provided to members.

c) **Other Planning Issues**

- **Road Names – Land off Meadow Lane/Meadow Close**

The Parish Council considered the new street names suggested for the development in the Land off Meadow Lane/Meadow Close.

The Parish Council felt that the name 'Meadow Drive' was fine.

The Parish Council suggested speaking to the local historian regarding the second street name.

- **Planning Breach – Tree Removal**

The Clerk will write to the Planning Officer concerned requesting further information on the decision-making process leading to the removal of the apple tree.



24/45 ALLOTMENT UPDATES

a) Update on potential S106 spends

Cllr Steele is in the process of obtaining estimates for the works on the paths.

b) Greenhouse Issues – Opening window to allow airflow

The Clerk reported that the Lengthsman is concerned that the wooden structure of the Greenhouse will not be stable enough to change the windows.

The Parish Council will budget for a new Greenhouse for the next financial year.

c) Greenhouse Issues – Weeding of surrounding pathway

Cllr Powell reported that the Lengthsman has strimmed the weeds on the surrounding pathway.

d) Asbestos Removal

This item was deferred to the July meeting.

e) Other Allotment Updates

The Clerk informed the Parish Council that complaints have been received regarding bees swarming on the nursery's plot. Cllrs Clark, Steele and the Clerk will carry out an inspection and report back in July.

The Parish Council noted concerns about someone wandering onto the allotments.

The Parish Council considered the setting up of an Allotment Association. Cllr Powell will look in to this.

24/46 ACCESSIBILITY THROUGHOUT THE VILLAGE

The Clerk reported that the landowner does not want the Kissing Gate replacing with a more accessible gate.

This item will be reconsidered at the July meeting.

24/47 SECOND DEFIBRILLATOR

No update was given

24/48 CHRISTMAS LIGHTS



The Clerk will send photos of the lights used in previous years to other suppliers in order to obtain quotes.

The Parish Council is open to ideas from suppliers regarding the specifications.

24/49 GRIT BIN

Cllr Steele will organise a date to meet with the Sports Club to discuss the location of the new grit bin.

24/50 STREETLIGHTING

RESOLVED: That the Parish Council approved the replacement of Lamp C6.

24/51 REPRESENTATIVE REPORTS

Cllr Clark reported that the latest edition of the newsletter has been published.

Cllr Clark informed the Parish Council that she has put together a summary of the biodiversity matters relating to the Meadow Lane development. The Clerk and Cllr Clark will review this report before publishing. The Clerk will contact the Case Officer at North Yorkshire Council to request a copy of the report referred to in the appeal decision documentation.

The Parish Council noted that the canal towpath access steps are now complete and look great. Thanks were given to Cllr Dracup for organising these works.

24/52 DATE & TIME OF NEXT MEETING

The Clerk advised that matters for inclusion on the agenda of the next meeting should be with her by 02 July 2024.

The Clerk advised the next meeting would be held:

- Monthly Meeting at Cononley Village Institute at **7pm on Tuesday 09 July 2024**

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(Chair)

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(Date)



Schedule 1 – Financial Report 2023/24

CONONLEY PARISH COUNCIL				
BUDGET COMPARISON - 12 MONTHS TO 31 MARCH 2024				
Summary				
	Actual	Budget	Over/Under	Notes
Total Income	£ 69,282.55	£ 31,102.00	38,180.55 Over	
Total Expenses	£ 47,353.78	£ 40,622.00	6,731.78 Over	
Net Surplus/Defecit	£ 21,928.77	-£ 9,520.00		
Income				
	Actual	Budget	Over/Under	Notes
Precept	£ 29,042.00	£ 29,042.00	At Budget	
Allotments	£ 1,309.00	£ 500.00	809 Over	
S106 Monies	£ 21,886.99	£ -	21,886.99 Over	
VAT Refund	£ 16,210.41	£ 1,000.00	15,210.41 Over	
Grants	£ -	£ 250.00	250 Under	
Donations & Other Income	£ 550.00	£ 300.00	250 Over	
Interest	£ 284.15	£ 10.00	274.15 Over	
Total Income	£ 69,282.55	£ 31,102.00	38,180.55 Over	
Expenses				
	Actual	Budget	Over/Under	Notes
Clerk Salary	£ 9,967.55	£ 11,500.00	1,532.45 Under	
Clerk WFH Allowance	£ 356.00	£ 420.00	64 Under	
HMRC	£ 412.19	£ -	412.19 Over	
Clerk Expenses	£ 95.38	£ 170.00	74.62 Under	
Postage & Stationery	£ 56.15	£ 750.00	693.85 Under	
Training	£ 305.16	£ 900.00	594.84 Under	
Newsletter	£ 1,125.00	£ 1,500.00	375 Under	
Lengthman	£ 1,590.25	£ 3,800.00	2,209.75 Under	
Subs & Licences	£ 700.64	£ 800.00	99.36 Under	
Financial Advisor	£ 650.00	£ 2,300.00	1,650 Under	
Donations	£ 284.00	£ 500.00	216 Under	
S106 Monies	£ 9,178.39	£ -	9,178.39 Over	
Street Lighting	£ 884.07	£ 600.00	284.07 Over	
Street Light Investment	£ -	£ 2,500.00	2,500 Under	
Audit	£ 560.00	£ 600.00	40 Under	
Bank Charges	£ 102.00	£ 72.00	30 Over	
Insurance	£ 3,774.74	£ 4,000.00	225.26 Under	
Playing Field Expense	£ -	£ 50.00	50 Under	
Website	£ 177.99	£ 700.00	522.01 Under	
VAS	£ -	£ 10.00	10 Under	
Allotments	£ 156.77	£ 1,000.00	843.23 Under	
Asset/Maintenance	£ 10,184.90	£ 1,000.00	9,184.90 Over	
S137 Grants	£ -	£ -	At Budget	
Gritting	£ 395.00	£ 700.00	305 Under	
Christmas Lights	£ 1,408.25	£ 1,500.00	91.75 Under	
Noticeboard & Signs	£ -	£ -	At Budget	
Clock Service	£ -	£ 250.00	250 Under	
Elections	£ -	£ 4,000.00	4,000 Under	
Clerk Handover	£ 439.40	£ -	439.40 Over	
VAT	£ 4,549.95	£ 1,000.00	3,549.95 Over	
Total Expenditure	£ 47,353.78	£ 40,622.00	6,731.78 Over	



Schedule 2 – Receipts & Payments Accounts 2023/24

CONONLEY PARISH COUNCIL			
RECEIPTS & PAYMENTS ACCOUNTS: YEAR TO 31 MARCH 2024			
	2023/24		2022/23
Opening Balances			
Current Account	£10,596.78		£ 26,619.53
Instant Access Savings Account	£ 7,610.24		£ 13,474.65
Total	£18,207.02		£ 40,094.18
Less Ringfenced CGC Monies	£ -		£ -
Less Ringfenced PF Monies	£ -		£ -
Unallocated Funds	£18,207.02		£ 40,094.18
Income			
Precept	£29,042.00		£ 23,761.00
Allotments	£ 1,309.00		£ 1,290.00
S106 Monies	£21,886.99		£125,680.50
VAT Return	£16,210.41		£ -
Grants	£ -		£ -
Donation & Other Income	£ 550.00		£ 30.00
Interest	£ 284.15		£ 135.59
Total Income	£69,282.55		£150,897.09
Expenses			
Employment Costs	£10,735.74		£ 11,011.00
Clerk Expenses	£ 95.38		£ 42.20
Postage & Stationery	£ 56.15		£ 160.13
Training	£ 305.16		£ 126.80
Newsletter	£ 1,125.00		£ 1,245.00
Lengthman	£ 1,590.25		£ 3,427.69
Subs & Licences	£ 700.64		£ 567.00
Financial Advisor	£ 650.00		£ 2,272.50
Donations	£ 284.00		£ 52.50
S106 Monies	£ 9,178.39		£112,655.35
Street Lighting	£ 884.07		£ 501.13
Street Light Investment	£ -		£ -
Audit	£ 560.00		£ 335.00
Bank Charges	£ 102.00		£ 108.05
Insurance	£ 3,774.74		£ 3,691.13
Playing Field Expense	£ -		£ 3,354.10
Website	£ 177.99		£ 242.20
VAS	£ -		£ -
Allotments	£ 156.77		£ 1,067.66
Asset/Maintenance	£10,184.90		£ 7,360.22
S137 Grants	£ -		£ -
Governancy	£ -		£ 24.00
Gritting	£ 395.00		£ -
Christmas Lights	£ 1,408.25		£ 1,140.00
Noticeboard & Signs	£ -		£ -
Clock Service	£ -		£ 99.00
Elections	£ -		£ -
Clerk Handover	£ 439.40		£ -
VAT	£ 4,549.95		£ 23,301.59
Total Expenditure	£47,353.78		£172,784.25
Closing Balances	£40,135.79		£ 18,207.02
Represented By:			
Current Account	£19,907.80		£ 10,596.78
Instant Access Savings Account	£20,227.99		£ 7,610.24
Total	£40,135.79		£ 18,207.02
Less Ringfenced CGC Monies	£ 15.10		£ -
Less Ringfenced PF Monies	£12,333.60		£ -
Unallocated Funds	£27,787.09		£ 18,207.02