

Minutes of the Annual Meeting of the Council held on 24th May 2023 at 6:45pm in the Village Hall, Main Street, Burton Salmon.

1. **23/24 Appointment of Chairman** - Cllr Foster was nominated and elected as Chairman
2. **23/24 Appointment of Vice Chairman** - Cllr Greene was nominated and elected as Vice Chairman
3. **23/24 Declaration of acceptance of office** - Cllr Foster signed the declaration of acceptance of office. Action: Cllr Greene to sign the form at the next meeting.
4. **23/24 Present** - Cllr Foster, Cllr Bell, Cllr Burdekin, Cllr Tait, Cllr Pitt, one member of the public and Clerk Meir.
Apologies - Cllr Greene
5. **23/24 Members of the public – subjects raised** – None present.
6. **23/24 Declarations of interest** – None
7. **23/24 Councillor Vacancy** – No applications have been received.
8. **23/24 Minutes of the Parish Council Meeting held on 15th March 2023** – The minutes were approved as a true record.
9. **23/24 Appointment of Council representatives – 09.23/24.1. Burial Committee** – Cllr Greene and Cllr Pitt were appointed as the Council representatives.
09.23/24.2. Monk Fryston Education Foundation – Cllr Greene was appointed as the Council representative.
10. **23/24 Financial Regulations** – Resolved: To approve the updated Financial Regulations.
11. **23/24 Standing Orders** – Resolved: To approve the updated Standing Orders.
12. **23/24 Review of other policies and documents – 12.23/24.1. Code of Conduct** – Resolved: To approve keeping the existing code of conduct.
12.23/24.2. Complaints Procedure – Resolved: To approve the existing procedure
12.23/24.3. Privacy Notice – Resolved: To approve the updated notice
12.23/24.4. Website Accessibility Statement – Resolved: To approve the updated statement.
12.23/24.5. Document Disposal and retention Policy – Resolved: To approve the existing policy
12.23/24.6. Publication Scheme – Resolved: To approve the publication of policies on the website and the update Publication Scheme.
12.23/24.7. Joint Burial Committee Terms of Reference – Resolved: To approve the existing terms of reference.
13. **23/24 Risk Assessment, Assets and Insurance – 13.23/24.1. Risk Assessment** – Resolved: To approve the Risk Assessment and the purchase of a fireproof and lockable document storage box.
13.23/24.2. Asset Register – Resolved: To approve the asset register

13.23/24.3. Insurance – Resolved: To approve the insurance renewal and to add the additional street light on Poole Lane to the cover.

14. 23/24 General Power of Competence – It was confirmed that the council meets the criteria as the Clerk has obtained the CiLCA qualification and 5 of the 7 Councillor seats have elected Councillors. Resolved: To adopt the General power of Competence

15. 23/24 Ongoing matters – 15. 23/24.1. School parking – It was reported that the school has messaged parents about complaints received from residents about blocking driveways
15. 23/24.2. Street lights – It was reported that work has started today to connect the new streetlights on Poole Lane. It was reported that LP4 on New Lane has been replaced but not LP5 which was not working. Clerk has again asked for LP5 to be prioritised.

15. 23/24.3. Street cleaning – No issues reported.

15. 23/24.4. Litter picking – Cllr Tait has picked the litter along the A162 and will organise a group litter pick for the village.

15. 23/24.5. New Lane flooding – None reported.

15. 23/24.6. Lane End bench repair – Action: Councillor Pitt to sand and varnish the bench.

15. 23/24.7. New Lane speed limit – No progress to report.

15. 23/24.8. War Memorial Inspection – Cllr Greene not present to provide a report.

15.23/24.9. 20's Plenty Campaign – No changes to report. Will see if the change in the speed limit on New Lane to 30mph has any impact.

15. 23/24.10. Pensions Regulator re-declaration - It was confirmed the 3 year re-declaration has been completed.

15. 23/24.11. Road surface – Work has been completed on Burton Common Lane, outside the pub on Main Street and some on Ledgate Lane. New Lane is scheduled to be completed at the end of May.

16. 23/24 Hall Purchase – 16. 23/24.1. Consultation – Resolved: To approve the consultation subject to adding information on how the Parish Council need to purchase the hall, the precept information and changing the return address to the village hall.

16. 23/24.2. Garage Land proposal – Action: Cllr Tait will look into this.

16. 23/24.3. Other updates – Nothing to report.

17. 23/24 Village improvements – 17. 23/24.1. Noticeboard – Resolved: To approve the cost of the purchase and installation of a 2 bay 9 x A4, with one bay glazed, oak noticeboard, with legs.

17. 23/24.2. Bench - Resolved: To approve the cost of the purchase and installation of a Brompton picnic bench

18. 23/24 Planning – No new applications have been received.

The application for the service station has been considered by the planning committee but the decision has not yet been published.

A re-consultation has been conducted on the proposed quarry on land off the A63 at Lumby.

The timetable for the examination of the Yorkshire Green Energy Enablement (GREEN) Project by the Planning Inspectorate has been provided with a completion date of 22nd September.

The request to delay the improvements to the A63/A162 has been withdrawn.

The application for the change of use of land to fish farm on land south of the electricity substation on Rawfield Lane has been permitted.

- 19. 23/24 Correspondence – 19. 23/24.1. Community Alerts** – Information on speed enforcement, county lines arrests, hate crimes, WhatsApp scam, stolen tractor and loft insulation scams was noted. The requests to encourage the reporting of burglaries and anti-social behaviour, the warning about posting on social media when on holiday and the provision of crime and summertime theft prevention information were also noted.
- 19. 23/24.2. Rural Services Network** – The newsletters and funding bulletins were noted.
- 19. 23/24.3. Selby District AVS** – The community updates were noted.
- 19. 23/24.4. York North Yorkshire Local Enterprise Partnership** – The launch of the North Yorkshire UK Shared Prosperity Fund was noted.
- 19. 23/24.5. North Yorkshire Police Fire and Crime Commissioner** – The response to inspection report and revisit, launch of new format for public accountability online meetings and online road safety meeting on the 25th May were noted.
- 19. 23/24.6. North Yorkshire Council** – The update on the Launch of the new council, the Let's Talk Climate campaign and closure of New Lane on 30th and 31st May for surface repairs were noted.
- 19. 23/24.7. Resident** – Action: Clerk report the missing fingerpost at the junction of New Lane and A162 to Highways and inform the resident that the road surfaces are being repaired.
- 19. 23/24.8. St Albans Signal Box Preservation Trust** – Action: Cllr Foster to ask the Time Team if they are able to provide any old photographs of the old Burton Salmon Railway Station signal as requested.
- 20. 23/24 Updates – 20.23/24.1. Village Hall Committee** – The funding is in place for the flooring and wi-fi and they are just waiting for them to be installed. A summer fair is being organised for August (date to be confirmed). There was not enough interest to go ahead with the planned entertainment at the Coronation Event. Resolved: That the funding provided can be used towards providing equipment to be used in the village hall.
- 20. 23/24.2. Village Defibrillator** - Nothing to report.
- 20. 23/24.3. Burial Committee** – The AGM will be held on 30th May and it was noted that the Chairman of Monk Fryston Parish Council, who was a representative on the committee, has resigned from the Council, so will need to be replaced.
- 20. 22/23/4. Monk Fryston Education Foundation** – The Chairman of Monk Fryston Parish Council was also the representative on this Foundation so will need to be replaced. No other updates reported.
- 21. 23/24 Finances 2023-24 – 21.23/24.1. Bank signatories** – Some amendments were needed to the mandate form and these were actioned at the meeting.
- 21.23/24.2. Clerks overtime** - Resolved: To approve the clerks overtime of 7.5 hours for 2022/23.
- 21.23/24.3. Clerks salary increase** – It was noted that the clerks salary will increase by one salary point following the completion of CiLCA, as per the employment contract.
- 21.23/24.4. Expenditure** – Resolved: To approve the following expenditure items:

Date	Item	£
28 April 2023	Clerk salary and office costs - April	£223.95
28 April 2023	Defibrillator support costs and phone rental	£223.20
24 May 2023	Loan Contribution 1st instalment	£1,135.56
24 May 2023	Hall Hire 24th May	£16.00
24 May 2023	Council annual insurance	£461.80

BURTON SALMON PARISH COUNCIL

Date	Item	£
24 May 2023	Clerks SLCC membership	£24.42
24 May 2023	Internal Audit	£140.00
31 May 2023	Clerk salary and office costs - May	£223.95
31 May 2023	Clerks printing and mileage	£9.52
30 June 2023	Clerk salary and office costs - June	£226.90
	Total	£2,685.30

Balance at bank after all approved expenditure and receipt of the first instalment of the precept is £18,375.12

21. 23/24.5. Budget Report – The report was reviewed and no issues were identified. The setting of a budget for plants to be carried forward.

22. 23/24 Annual Return 2021-22 – 22. 23/24.1. Internal Audit Report – The internal auditor raised no issues.

22. 23/24.2. Annual Governance Statement – Resolved: To approve the Annual Governance Statement.

22. 23/24.3. Annual Accounting Statement – Resolved: To approve the Annual Accounting Statement

22. 23/24.4. Certificate of Exemption – Resolved: To approve the certificate of exemption from external audit.

22. 23/24.5. Exercise of Public Rights – It was noted that the period for the exercise of public rights was set as 5th June to 14th July.

23. 23/24 Minor Matters – None

24. 23/24 Next Meeting: Wednesday 26th July at 6:30pm