

**ROMANBY PARISH COUNCIL**  
**Minutes of the Parish Council Meeting Held on Tuesday 13 December 2016**  
**at the Parish Office/Meeting Room**

Present: Chairman: Councillor S Bradnam  
Councillors: M Walton, M West, R Riggs, S Adsett, A Smith,  
D A Atkinson, P Wilkinson, K G Hardisty, A Deas,  
A Widdowson  
Clerk/RFO: A W Lambert  
Public: County Councillor David Blades

Min No.		Action
16/163	<p><u>Public Session</u></p> <p>County Councillor David Blades asked whether the Parish Council felt there were any issues with Area 2 Highways Department in particular with regard to communication. Councillor Hardisty asked about the long grass and weeds at the junctions. It was felt that this work should be undertaken a little more often. Another issue was felt to be the state of some of the footpaths.</p> <p>It was noted that there may be some progress with regard to the parking issues on Broomfield Avenue.</p> <p>There was no further news with the Blue Stone football ground planning application. The Chairman asked if NYCC would be pursuing other options and whether any decision would be made based on the current usage of the field as it was felt that this should be taken into consideration.</p>	
16/164	<p><u>To Note Any Declarations of Business (or other) Interests by Elected Members</u></p> <p>There were no declarations of business or other interests.</p>	
16/165	<p><u>To Receive Any Apologies for Absence by an Elected Member</u></p> <p>Apologies had been received from Councillors D Rawson and M West.</p>	
16/166	<p><u>To Approve and Sign the Minutes of the Previous Meeting</u></p> <p>The minutes of the meeting held on Tuesday 8 November 2016 were agreed as a correct record and signed by the Chairman.</p> <p><b><i>Proposed: Councillor Adsett. Seconded: Councillor Walton.</i></b></p>	
16/167	<p><u>To Consider Any Matters Arising from the Previous Meeting which have not been Signed Off</u></p> <ul style="list-style-type: none"> <li>➤ 16/156 – Risk Register – work was ongoing.</li> <li>➤ 16/159 – Precept increase – objections had been lodged through YLCA.</li> <li>➤ 16/160 – Office - To be discussed at a future meeting.</li> </ul>	
16/168	<p><u>To Receive a Report from the Police</u></p> <p><b><i>Circulated:</i></b> A written report from the Police.</p> <p>The report was noted.</p>	
16/169	<p><u>To Receive a Report from the Governance Committee</u></p> <p>The Chairman reported that no meeting had taken place since the last full Council meeting. The following documentation had been uploaded to the back office on the website:</p> <ul style="list-style-type: none"> <li>➤ <i>Draft Disciplinary Policy.</i></li> <li>➤ <i>Draft Grievance Policy.</i></li> <li>➤ <i>Report on the Role of the Clerk/RFO.</i></li> </ul>	

	<p>The Chairman asked for any comments on the documents.</p> <p><b>Resolved: Unanimously, that the Disciplinary Policy and Grievance Policy be adopted.</b>  <b>Proposed: Councillor Hardisty. Seconded: Councillor Adsett.</b></p> <p>The Chairman asked for a proposal to adopt the job specification and job description and future pay proposals for the Clerk/RFO.</p> <p><b>Resolved: Unanimously, that the job description and person specification for the role of Clerk/RFO be accepted.</b>  <b>Proposed: Councillor Hardisty. Seconded: Councillor Wilkinson.</b></p> <p>Thanks were expressed to the Chairman for his work on the report.</p>	
16/170	<p><u>To Receive a Report from the Finance Committee</u>  <b>Circulated:</b></p> <ul style="list-style-type: none"> <li>➤ The list of invoices to be paid since the last meeting for approval.</li> <li>➤ A bank reconciliation form to 13 November 2016 for information.</li> <li>➤ The draft estimates for the financial year 2017-18.</li> </ul> <p><b>To Approve the Invoices Received Since the Previous Meeting</b>  The list of income and expenditure to date had been circulated and was agreed unanimously.  <b>Proposed: Councillor Walton. Seconded: Councillor Riggs.</b></p> <p><b>It was proposed that meter readings be submitted for the electricity invoices in future to ensure accurate payments.</b></p> <p><b>To Consider the Bank Reconciliation for Tuesday 13 December 2016</b>  The bank reconciliation for Tuesday 13 December 2016 was circulated at the meeting and noted.</p> <p><b>To Consider the Estimates for the Financial Year 2017-2018</b></p> <p><b>Resolved: That the Precept for the financial year 2017-18 be set at £58,710 which is just under a 3% increase. The remainder of the funds required to be taken from reserves.</b>  <b>Proposed: Councillor Walton. Seconded: Councillor Hardisty.</b>  Thanks were expressed to the Chairman of the Finance &amp; Resources Committee and the Clerk for their work.</p>	Clerk
16/171	<p><u>To Receive a Report from the Parks and Recreation Committee</u>  It was noted that no meeting had taken place. The draft contracts would need to be discussed ready for the tendering process to take place. The Clerk agreed to contact Councillor Rawson to set up a meeting early in the New Year.</p> <p><b>Resolved: That the Parks and Recreation Committee be asked to take the tender process forward.</b>  <b>Proposed: Councillor Wilkinson. Seconded: Councillor Smith.</b></p> <p>Other things to note:</p> <ul style="list-style-type: none"> <li>➤ The noticeboards had been delivered.</li> <li>➤ The Lisle Benches had been delivered.</li> </ul>	Parks

	<ul style="list-style-type: none"> <li>➤ New play equipment is being installed.</li> <li>➤ The play equipment inspection report had been received.</li> <li>➤ The bulb planting had not taken place but Councillors were encouraged to undertake this.</li> </ul>	
16/172	<p><u>To Receive a Report from the Projects &amp; Planning Committee</u></p> <p>It was noted that no meeting had taken place.</p> <ul style="list-style-type: none"> <li>➤ The Local Plan consultation meeting had taken place and clarification was sought with regard to the proposed houses to be built on the second Arla site. There was no conclusive answer but in the consultation document it is one of the 'not preferred' sites.</li> <li>➤ A list of planning applications had been circulated. It was suggested that objections be submitted for the trial bike course due to the site being close to a residential estate.</li> <li>➤ Boundary Signage – it was noted that approval had been received for sites A and B – Boroughbridge Road and Lees Lane. This would be discussed further at the next Projects and Planning Committee meeting.</li> </ul>	<p><b>Clerk</b></p> <p><b>Proj.</b></p>
16/173	<p><u>To Receive a Report from the Joint Management Committee (N/A/Romanby JBC)</u></p> <p>The JBC had met at which the new Clerk was present. The following was noted:</p> <ul style="list-style-type: none"> <li>➤ The Caretaker's report had been received.</li> <li>➤ Standing Orders for the JBC will be drawn up in the new year.</li> <li>➤ The Memorial Garden Scheme had been agreed and was going out to tender in the new year.</li> <li>➤ A contractor had been engaged to undertake work to the drainage which would be started in mid-January.</li> <li>➤ Accounts and financial report had been received.</li> <li>➤ The new Clerk, Ray Gill would commence his role in the New Year working 3 x 4 hour days on Wednesday, Thursday and Friday.</li> <li>➤ A vote of thanks was expressed to Kay Lambert and it was agreed to send a letter of thanks acknowledging her work on the JBC.</li> </ul>	<p><b>Clerk</b></p>
16/174	<p><u>To Consider Any Other Reports from Committees or Representatives to Outside Organisations</u></p> <p>There were no reports.</p>	
16/175	<p><u>To Receive Any Correspondence and Action Taken</u></p> <p>The list of correspondence received since the last meeting had been circulated and was noted.</p> <ul style="list-style-type: none"> <li>➤ It was noted that the two telephone boxes in the village would be removed.</li> <li>➤ The Parish Council had been nominated for the Parish Council of the Year along with a nomination for the WI for the Scarecrow Festival.</li> <li>➤ The correspondence received regarding the issue of parking on the Green was discussed. It was agreed to respond to the parishioner informing her that a letter would be sent to NYCC Area 2 on her behalf as this had been a constant issue over a number of years and would pass her suggestions on. This had also been raised with Councillor David Blades.</li> </ul>	<p><b>Clerk</b></p>
16/176	<p><u>To Consider Any Other Business</u></p> <p>The Parish Council were asked to remember that the Clerk should be informed of any other items of business prior to the meeting.</p> <p>It was noted that a defibrillator had been installed at Romanby School.</p>	<p><b>ALL</b></p>

16/177	<u>To Confirm the Date, Time and Location of the Next Meeting</u> The next meeting to take place on Tuesday 10 January 2017 at 7.00 pm.	<b>ALL</b>

There being no further business the meeting closed at 8.20 pm.

16 December 2016