

# Carthorpe Parish Council

## MINUTES

of the meeting held on Tuesday 19 July 2016  
in the Community Hall

### Present

Mr P Wealleans - Parish Councillor (PW)  
Mr Kevin Askham - Parish Councillor (KA)  
Mr C Craggs - Parish Councillor (CC)  
Mrs Elizabeth Davison - Parish Councillor (ED)

Ms H Barden - Clerk (HB)

4 members of the public were present

### 1. Apologies for Absence

Mr R Alderson  
Cllr David Webster

As Mr Alderson was absent due to sickness the Vice Chairman, Mr Weallans, chaired the meeting with the agreement of the other Council members.

### 2. Minutes of previous meeting

The minutes of the previous meeting were confirmed as correct and signed by the Vice Chairman.

### 3. Matters Arising

3.1 The Clerk reported she had thanked HDC Streetscene for the two bins that had been installed. These were better than anticipated.

### 4. Finance

4.1 The clerk presented payments of £13.80 YLCA for 5 copies of the "Good Councillors Guide" and £13.96 to Bedale Print Shop for an ink cartridge.

4.2 The Clerk confirmed that the VAT refund of £149.50 had been received into the bank account.

4.3 PW commented that Burneston PC pay about £100 less for their insurance cover and instructed the Clerk investigate with the Clerk of Burneston PC.

### 5. Planning Applications

5.1 16/0085/FUL – Additional Vehicular Access to Rosedene. Notification received that this had been granted.

5.2 16/01360/CLE Application for a Certificate of Lawful Existing Use to use existing buildings for the fabrication of steel framed buildings & related products. Mr J Jessop. This was reviewed and the Clerk instructed to respond to Hambleton Planning that the PC had no observations.

5.3 16/01384/FUL Demolition of conservatory and construction of extension – Cobblers Cottage. This was reviewed and the Clerk instructed to respond to Hambleton Planning that the PC had no observations.

**6. Meeting Report**

The Clerk reported to the meeting on attendance at the YLCA meeting at Northallerton. A presentation had been given from a representative from Area 2 on the use of a web portal for members of the public and the parish council to report highways issues.

**7. Governance**

7.1 Good Councillors Guide – Theses were distributed.

7.2 Employment issues. Guidance from YLCA was that the Clerk should be paid through a PAYE as an employee of the Parish Council. The Clerk's job description needs to be reviewed and policies and procedures put in place regarding pensions, grievance and disciplinary, contract etc. The Clerk was instructed to investigate this for the next meeting.

**8. Correspondence**

8.1 The following items of correspondence were reviewed.

- o YLCA Annual Review
- o The Queen's awards for voluntary service (QAVS)
- o White Rose Update – The Clerk was instructed to email the White Rose Update to Councillors.
- o National Association of Local Councils (NALC) – Strategic Plan Delivery 2016/2017
- o Sales flyer from "The Parish Noticeboard" Company

**9. Other Items**

The footpath between Carthorpe and Burneston needs clearing and sweeping. The Clerk was instructed to report this matter to Area 2.

There being no other business the meeting closed at 8.05pm.

*Date of next meeting Thursday 8 September at 7.30pm.*

*Ralph C Allison  
8<sup>th</sup> Sep 2016*