

Staveley & Copgrove Parish Council

Website: <https://staveleyandcopgrovepc.org.uk/>

Clerk: Neil Horton

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The next meeting of Staveley and Copgrove Parish Council will be held on Tuesday 6th August 2019

At 7.00pm in Staveley and Copgrove Village Hall
Meeting No. PC.2019.8

AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To confirm the minutes of the meeting held on 7th May 2019.
 - 3.1. Actions Arising
 - 3.1.1. BK to investigate the location of key to gate into Jubilee Field.
 - 3.1.2. HN to contact Claire Dennis regarding the play area inspection records.
 - 3.1.3. BK to forward completed play area inspection reports he has to the clerk.
4. New Members and Staff
Introduction and welcome of new Councillors and Clerk.
5. Land off Main Street, Staveley (aka SV2)
Update on the proposed development of 13 dwellings
6. Financial Update
 - 6.1. To receive the recommendations of the Finance Sub Committee meeting on 26th June 2019:
 - 6.1.1. Change of procedure to retain dual authorisation of payments for online banking. Amendments to Financial Regulations.
 - 6.1.2. Change of method of recording accounting transactions and subsequent presentation of accounts information.
 - 6.1.3. Changes to payments procedures following internal audit recommendations. Amendments to Financial Regulations.

- 6.1.4. Update of Earmarked Reserve for the Neighbourhood Plan from £5,000 to £3,000 to compensate for the reduction in the bank balance.
- 6.2. Financial Statement
 - 6.2.1. To receive the current financial statement and approve future expected payments.
- 6.3. Bank Account Mandate
 - 6.3.1. To receive a report PC2² proposing a change to the bank account mandate.
- 6.4. Commuted Sums
 - 6.4.1. To determine a response to an invite from Boroughbridge Town Council to participate in a meeting to discuss coordinating the use of these funds.
7. Planning Applications (PAs)
 - 7.1. To receive a report PC1¹ proposing a procedure for the Parish Council responding to planning applications.
 - 7.2. PAs decided since last meeting on 7th May 2019
 - 7.2.1. Land Comprising OS Field 7845, Arkendale Road, Staveley: **Objection. Permitted** 10th June 2019
 - 7.2.2. Land East Of St Mongah's Court, Copgrove: **Objection, Refused** 17th June 2019
 - 7.2.3. Staveley Court, Main Street, Staveley: **Objection, Refused** 26th June 2019
 - 7.2.4. Staveley Nature Reserve: **Permitted** 26th June 2019
 - 7.2.5. New House, Main Street, Staveley: **No objection, Permitted** 12th July 2019
 - 7.2.6. 11 Pinfold Green, Staveley: **No objection, Permitted** 17th July 2019
 - 7.2.7. 11 Low Field Lane, Staveley: **No objection, Permitted** 26th July 2019
 - 7.3. PAs currently awaiting decision
 - 7.3.1. The Garden House, Main Street, Staveley: **Objection.**
 - 7.3.2. Land Comprising Field At 436781 462451, Arkendale Road, Staveley: **No objection.**
 - 7.3.3. Moor End Farm, Arkendale Road, Staveley: **No objection.**
 - 7.3.4. Jubilee Court, Suite 1, Abacus House, Wath Lane, Copgrove: **Objection.**

- 8. Traffic Volume & Speed through Staveley**
Carried forward from last meeting.
 - 8.1. Vehicle Activated Signs
- 9. Neighbourhood Plan Update**
Report on the current state of development of the plan.
- 10. Allerton Waste Recovery Plant Grant**
Update on the grant application.
- 11. Procedural Matters**
 - 11.1. New Policies proposed for adoption
 - 11.1.1. Complaints Procedure
 - 11.1.2. Data Protection Policy
 - 11.1.3. Management of Recordings of Meetings Policy
 - 11.2. Risk Assessment & Business Continuity Plan
Proposal to prepare documents for presentation at the next meeting and nominate assessor(s) to assist the Clerk (JD 2.11, FR 17).
- 12. Councillor Responsibilities**
 - 12.1. To receive a report PC3³ proposing the allocation of areas of responsibility to Members following changes in Council personnel.
- 13. Any Other Business**
- 14. Dates of Next Meetings:**
 - 14.1. Proposed Full Council - 7pm
 - 14.1.1. Tuesday November 12th 2019
 - 14.1.2. Tuesday February 4th 2020
 - 14.1.3. Tuesday May 5th 2020 (AGM)
 - 14.1.4. Tuesday August 4th 2020
 - 14.2. Proposed Finance Sub Committee - 3pm
 - 14.2.1. Wednesday 23rd October 2019
 - 14.2.2. Wednesday 22nd January 2020
 - 14.2.3. Wednesday 22nd April 2020
 - 14.2.4. Wednesday 22nd July 2020

¹ Report No. PC1 - Planning Application Responding

² Report No. PC2 - Bank Account Mandate

³ Report No. PC3 - Member Roles & Responsibilities

All documents referred to in this agenda are available to view and download in the Document Library section of the Parish Council website listed at the start of this document.