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|  **Thorp Arch Parish Council** **Annual Meeting** **Minutes Monday 18th May 2015****Present:** **Cllrs:** S. Humphreys (Chairman), M. Smyth, G. Duxbury, J Richardson, Amy Crooks, Andrew Rodger **In Attendance:** T. Wormley (Clerk) **1. Election of Chairman** John Richardson was unanimously elected as Chairman. John offered thanks to the outgoing Chairman Sheila Humphreys and said that he would be looking to her for advice, and would appreciate her knowledge and wisdom in his role as Chairman.**Resolved:** John Richardson elected as Chairman.**2. Apologies for Absence**None**3. Declaration of prejudicial/personal interests**Andrew Rodger informed the meeting that he is employed by a company called GVA. The company undertake contracts for LCC and have previously advised ‘Rockspring’. This information has been declared on Andrew’s Pecuniary Interests form.**4. Police Report**Police absent.**5. Minutes of the last meeting** held on Monday 13th April 2015, having been circulated to all members, were **agreed** as correct. **6. Minutes of the Annual Parish Meeting** held on Monday 20th April 2015, having been circulated to all members, were **agreed** as correct. **7. Matters Arising from the Minutes**Item 6 from Parish Meeting held Monday 13th April, Graham Duxbury confirmed that the Parish Boundary was changed on 31st March 2014.Item 7 from Parish Meeting held Monday 13th April, no dates yet for ‘Listing’ workshops.**8. Election of Vice Chairman and delegate to Outer North East Parish and Town Council**Graham Duxbury was unanimously elected as Vice Chairman. John Richardson was nominated as the Outer North East Parish and Town Council representative.**Resolved:** Graham Duxbury elected as Vice Chairman and John Richardson nominated as the Outer North East Parish and Town Council representative.**9.To consider the establishment of a Steering Group for the Rudgate/Woodlands area**Following a discussion the Parish Council agreed to establish a Steering Group to encourage involvement and participation from residents living in the Rudgate/Woodlands area. A representative from the Woodlands Residents Association will be invited to join along with Richard Brace, a Rudgate resident and former Parish Councillor. The Council nominated Graham Duxbury to report a way forward for the group at the next Parish Council meeting. **Resolved:** To establish a Steering Group for the Rudgate/Woodlands area.**10. Correspondence** Outer North East Parish and Town Council Forum – Thursday 4th June 2015 at 7:30pm at Clifford Village Hall.John Woolmer – litter bin – Can be provided free of charge and will be emptied by LCC. Response from Village Society re Welcome Pack – Village Society to consider taking this on.Parish Boundary Review – Reply from Walton – Will be discussed at their next meeting on 18th May 2015.Rolf Neugebauer, Forestry Operations Officer re tree over Boston Spa bridge – work now done.Leeds Local Access Forum – Advice on including Public Rights of Way networks in Neigbourhood PlanYLCA – Membership area on website – password for new councillors.**11. YLCA Service Provision Agreement**The Parish Council agreed to accept the terms and conditions of the YLCA Service Provision agreement.**Resolved**: To accept terms and conditions of the YLCA Service Provision agreement.**12. YLCA Training for New Councillors**The new Councillors will attend a training course run by YLCA: ‘Developing your skills as a Councillor’. John Richardson and Andrew Rodger will attend the course at Harrogate on Monday 15th June 7.00 – 9.30. Amy Crooks will attend on Monday 22nd June 7.00 at York.**13. Election Results**Number of votes for each Councillor was as follows: * Amy Crooks – 289
* Graham Duxbury – 269
* Margaret Smyth – 235
* John Richardson – 231
* Andrew Rodger – 231

A discussion took place about the possibility of increasing the number of Councillors for Thorp Arch. Sheila Humphreys agreed to contact a previous Chairman, Kath Sanderson, about the number of Councillors before Sheila was Chairman. John Richardson also agreed to contact John Kilby, another previous Chairman, about his recollection of numbers of Councillors.The Council agreed to review the number of Councillors at some point in the future.**14. Transparency Code**The clerk has sought clarification from YLCA regarding new rules regarding auditing of accounts, introduced under the Governments Transparency Code, which became mandatory from the 1st April 2015. The Parish Council will now have to display the annual governance statement on the website and the internal audit report from David Spur. This will have to be done before the 1st of July this year.  In addition, all spend over £100 has to be recorded on a list and displayed yearly on the website along with the audits.  The Parish Council have to continue with external audits until 2017.**15. Boston Spa Hydro Power Project**Margaret Smyth reported that here had been further developments with the Boston Spa Hydro Power project. It was noted that Thorp Arch Parish Council had not been consulted regarding these development, despite previous correspondence requesting that Thorp Arch are kept informed. It was agreed to send a letter to Boston Spa requesting an update on current developments. Margaret Smyth and Andrew Rodger are to keep a watching brief on the situation and report regularly to the Parish Council.**Resolved:** Clerk write to Boston Spa Parish Council**16. Site Allocation Consultation Process**Graham Duxbury reported that City Council are hoping to report to the Development Panel on 20th May, that Headley Hall would be the better site for residential allocation and that TATE would be retained as employment allocation. **17. To review the TATE Planning Application and Responses**GD reported that no further information had been received from Rockspring. Leeds City Council contaminated Land team, have commented that the latest report from Rockspring is exactly the same as the report that was reviewed by their team on 21st May 2014. It was noted that a number of outstanding comments still required a response.**18. To receive an update on the Neighbourhood Plan**A meeting is scheduled with Ian McKay from Leeds City Council on May 21st, to review the plan and ensure that any weaknesses are addressed. Following a discussion the Parish Council agreed to consider making funds available for the Neighbourhood Plan. It was agreed to put this on the next agenda.**Resolved:** To put identification of funds for Neighbourhood plan on the next agenda.**19. Planning matters**Ref: – No: 15/02251/FU – 35A Walton Chase – To convert carport to garage – No objectionRef: No: 15/02134/FU – 20 The Village – Two storey side and rear extension – Objections made.Ref: No: 14/05968/FU – Fairfield – Two storey detached dwelling – amended plans – Objections made.**20. Financial matters**VAT returned: £309.91**Resolved:**To pass the following accounts for payment:  Colin Sanderson – grass cutting £89.12  Clerks expenses – Cllr leaving gifts £75.56 Clerks expenses – photo-copying for APM £36.00 Came & Company – Insurance Renewal £568.05  **17. Minor items and items for next agenda**Minor Items: Part of the horse chestnut tree on The Green has fallen. The tree will have to be felled for safety reasons. An adjacent tree is diseased and will also be felled. Two new trees will be planted in the Autumn. Margaret Smyth will deliver a letter to residents on The Green informing them about the proposals. Clerk to write the letter and forward to Margaret.Items for next agenda: Funds for the Neighbourhood plan, storage for mower.Date of Next Meeting: Monday 8th June 7.00pm at the Church.**The minutes are draft until agreed at the next Parish Council Meeting**

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 | **ACTION**                **15/41** **GD**           **SH/JR**    **15/42** **Clerk**  **MS/AR**         **Clerk** **MS****15/43**  |