Romaldkirk Parish Council

**Minutes of Committee Meeting**

**29 May 2018**

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| **Agenda** |  | | **Actions** |
| **1. Welcome, apologies for absence** | **Present:** | Chair- Lesley Cutting (LC), Delius Singer (DS), Derek Nixon (DN), Jackie Barningham (JB), Gill Carter (GC) |  |
| **Observers/ Others:** | Joanne Nixon (JN – Minutes), 2 observers from the village |
| **Apologies:** | None |
| **Declarations of interest:** | None |  |
| **2. Minutes from previous meeting** | From previous meeting 26 April 2018  Agreed. | |  |
| **3. Actions Arising** | None | |  |
| **4. Finance** | * 1. Insurance cover – GC has been discussing with BHIB to ensure adequacy of cover arrangements and relevancy to PC/village needs. Insurance renewal due 1 June 2018 – if unavoidable, JN will pay by personal debit card (as PC has cheque only facilities) and request repayment by cheque.   2. JN presented risk register for PC comment and agreement. Identified risks contributed by JN and DS. JN confirmed she would issue an electronic copy to Councillors to review and add any additional areas as considered. The register will be reviewed on an ongoing basis to ensure any future issues are captured and recognised.  As an addendum to this item JN queried the 2016/19 annual governance statement and what the £2,000 fixed assets related to. No Committee representative was aware of what this amount related to. JN also asked if anyone knew the details for the Internal Auditor who had signed the statement. As no details were known JN agreed to contact the previous clerk to clarify. | | **JN**  **ALL**  **JN** |
| **5. Planning applications** | None received. | |  |
| **6. Village Greens** | This item was moved to the end of the meeting when observers were asked to withdraw from part of the meeting owing to legal discussions. | |  |
| **7.Hardstanding outside Romaldkirk House** | DN raised the possibility of embedding plastic grate into the village green strip outside of Romaldkirk House. This area is frequently used for parking by walkers, visitors etc and unfortunately during poor weather destroys the grass. DN suggested plastic grate might help to protect this area and prevent damage. The committee discussed various options but agreed options were limited as any action taken may encourage parking which is illegal on village greens. The Committee agreed the best option may be to deter parking using implanted metal (gardening) hoops that had been successfully used outside of Beckwath and direct cars to other hard standing areas in the village. The PC will trial this and review in 6 months. | | **LC/DS** |
| **11. AOB**  **6. Village Greens** | No items raised under AOB.  Monks Square  LC confirmed the Enforcement Officer at DCC had responded stating no further action would be taken albeit they still consider approval was needed as DCC believe the width of the track had been widened. The Committee resolved to write to DCC on this matter to avoid any future issues arising as all evidence held by the PC confirms no alterations have been made. The response will also include the two Councillors who have helpfully supported the PC to resolve this issue and the Head of DD Planning – none of which were copied into the e mail from the Enforcement Officer. | | **LC** |

**Date of Next Meeting: tbc**

Approved by the Chair of Committee on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_

**Action Points 2017-18**

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| **No.** | **Issue** | **Owner** | **Status** |
| **Carried forward from 2017-18** | | | |
| **Parish Council Meeting 1 August 2017** | | | |
| AP 9 | Parish Council - New members C/F | All | Open |
| **Parish Council Meeting 23 August 2017** | | | |
| AP 7 | Sennings Lane/High Green – Land registration C/F | GC | Open |
| **Parish Council Meeting 17 January 2018** | | | |
| AP 4 (d) | Annual Governance Statement (JN) and Risk Assessments (DS) to be prepared for February meeting – c/f | JN / DS | Closed |
| **Parish Council Meeting 22 March 2018** | | | |
| AP 11 (3) | Letter to residents to be drafted advising that any proposed maintenance/management of greens should be first addressed to Parish Council – C/F | LC | Open |
| **Parish Council Meetings 2018-19** | | | |
| **Parish Council Meeting 29 May 2018** | | | |
| AP 4 (a) | JN to ensure insurance cover is paid on time | JN |  |
| AP 4 (b) | ALL to review risk register and respond to Jn with any additional items | ALL |  |
| AP 4 + | JN to write to previous clerk to confirm details of £2,000 fixed assets included in 2016-17 Annual Governance Statement and Internal Auditor. | JN | Closed |
| AP 6 | LC to write to DCC re Monks Square to clarify planning issue | LC |  |
| AP 7 | LC/DS to arrange purchase and planting of metal hoops on the strip of green outside Romaldkirk House | LC/DS |  |
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