



BARDSEY CUM RIGTON PARISH COUNCIL

Minutes of the Parish Meeting held on Wednesday 18th September 2024 at 7pm in the Village Hall.

Commenced: 7.00 pm

Concluded: 9.00 pm

Present: **CLLrs Stentiford, Denby, Flockton, Hoyland, Jackson, Osborne, Ward**

Clerk: **Mrs VA Forbes**

2425/48 Introduction from the Chairman

CLLr opened the meeting and welcomed Councillors after the summer break. He also informed all present that a previous long standing member of Bardsey Parish Council, Norman Overfield had recently passed away. Norman Overfield served Bardsey as a Parish Councillor from May 2003. In 2005 he was elected as Vice Chair, a position he held until retiring from the Parish Council in May 2011. Bardsey Parish Council expressed its thanks to Norman for all he gave to the Village and sent its condolences to his family for their loss.

2425/49 Public Participation

No members of the public were present.

2425/50 To receive any apologies and approve reasons for absence

CLLrs Bosomworth and Tatman gave their apologies. Reasons were approved.

2425/51 Declaration of Interests

- a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests
- b) To receive, consider and decide upon any applications for dispensation

There were no Declarations of Interests.

2425/52 To confirm the minutes of the full council meeting held on 17th July 2024 as a true and accurate record

The minutes were confirmed as a true and accurate record and signed by the Chair.

2425/53 Financial matters

- a) To receive and note bank account balances at 11th September 2024
Community Account: £70,635.90
Business Premium ME 1: £18,349.40 **Noted.**
- b) To approve the schedule of payments for September 2024 (Appendix 1) **Approved.**
- c) To approve the bank reconciliation and budget comparison up to 11th September 2024 (Appendix 2) **Approved.**
- d) To note the conclusion of audit for the fiscal year ending 31st March 2024 (Appendix 3) **Noted.**
- e) To consider and decide on the GGS Groundcare quote dated 2nd August to cut back overgrowth on the Ginnel. Since the growth has been cut back by GGS Groundcare, access is much improved. It was agreed for CLLr Ward to speak to the landowner regarding cutting back their hedges which are encroaching on the ginnel.
- f) To consider and decide on the Blue Yonder quote dated 18th July to transfer the Parish Council website to the www.bardseyparishcouncil.gov.uk URL. Having reviewed quotes, CLLr Osborne suggested transferring the BPC website to the Aubergine platform under the above URL. This was agreed. No decision was reached on the future of the existing website.
- g) To consider and decide on the quotes received by CLLr Jackson to obtain a biodiversity survey on land belonging to Bardsey Parish Council. It was agreed to accept the quote from Haycock and Jay Associates Ltd dated 6th September 2024 for £1469.00. The survey is planned for Spring 2025.

- h) To consider and decide on the GGS Groundcare quote dated 30th August 2024 to create a bin store at the Sports Club. The quote was agreed subject to agreement from the Sports Club.

2425/54 To receive an update on the following ongoing issues and decide further action where necessary:

- a) Relocation of the Table Tennis Table (KO)

No response has been received from GGS Groundcare concerning laying the base for the table at the new site. A local company will be approached if GGS Groundcare are unavailable.

- b) SIDS (MB)

The latest data from the SIDS is below. The SB SID has possibly been repaired.

Direction of Travel	Start Date	Start Time	End Date	End Time	Number Vehicles	Percent >30mph	85 th Centile	Max. Speed
North	09/08/2024	12:00	18/09/2024	17:00	50,0034	21.22	32	82
South	11/09/2024	19:00	18/09/2024	17:00	30,715	41.38	34	68
West	16/07/2024	11:00	18/09/2024	17:00	45,498	15.54	31	67
East	23/07/2024	21:00	18/09/2024	17:00	51,280	35.61	34	68

- c) Allotments (MB)

The overgrown state of the allotments was reported to LCC. LCC have not confirmed if all holders have renewed their leases.

- d) Highways (BH)

Cllr Hoyland submitted a report to the PC prior to the meeting which included the following:

'Bardsey cum Rigton' sign has been reinstated.

14 CONGREVE WAY – The issue of the unsafe footpath by this property caused by building work was raised earlier this year and followed up with LCC. On my site visit a resident was very vocal about how unsafe and how long the footpath has been in the current state.

In August M Beaumont, LCC Environmental Officer advised as below but up to date no remedial work has been carried out.

'I can confirm enforcement action regarding this issue is ongoing. The owner of 14 Congreve Way is aware of her liability and recently I have reiterated to the owner that notices have been served and that any excuses are not acceptable and that formal action by the council will be proceed if reinstatement of the highway and securing the safety of the highway is not done soon.'

KESWICK LANE – Safer crossing area – no further update.

SCARSDALE – Cllr Denby reported a resident's problem with water running down to his building after footpath work was carried out in the area. This week I could see no sign of this issue and I do not know if this has been resolved or whether it was due to lack of rain recently. Cllr Denby reported back that the issue is now confined to the resident's property and the Parish Council needs to take no further action.

FALLEN TREES – Resident notified me a tree had fallen on Church Lane, opposite Elm Tree Cottage and was across the carriageway. I was able to follow up and the tree was dealt with by LCC Emergency Tree Dept very quickly.

– Around 23 August during the period of very heavy winds several trees in the Bardsey area fell causing various issues. Fortunately one way or another they were dealt with relatively quickly.

OUTER NE PARISH AND TOWN COUNCIL FORUM TRANSPORT MEETING – at the meeting issues were raised and the strong feelings of the local representatives was officially recognised and advised would be followed up. To my knowledge there has been no feedback. The Parish Council doesn't want to lose sight of the issues and particularly the issue of the time of the last bus from Wetherby, 10.08 p.m. With all the thousands of residents, of all ages and situations, along the route from Wetherby to Leeds surely the last bus should be later. The current timetable doesn't even allow seeing the end of a film at the Wetherby Cinema.

- e) Village Pond (MB)

Update from Cllr Stentiford. Moorhens – 2 adults and large chicks seen. The outlet is clear. The grass has been cut as per need for biodiversity. Lillies are covering large areas of the pond. Removing some later in the year is suggested.

- f) Road crossing on A58 near Mill Lane (BH)

Nothing to report. Clerk to contact Cllr Robinson for an update.

- g) Telephone Kiosk (MW)

Cllr Flockton to follow up.

2425/55 To receive an update on the following standing agenda items and agree any necessary action:

- a) Park Field (MW)
Tree works have recently been completed by Bartletts. This includes raising the canopy on trees overhanging the car park and cutting back trees close to the Sports Club and neighbouring properties. The steps at the far end of Park Field still require completion.
- b) Playground (MW)
Nothing to report.
- c) Sports Club (MB) – including an update on BPC bins.
The BPC bins were discussed in item **2425/53h**. BPC has signed the contract for general waste collection and the Sports Club has signed for general and glass recycling.
- d) Bardsey Field (JJ)
Cllr Jackson circulate an update via email before the meeting. This included the following:
 - Land registration not completed.
 - A Grant Award secured from Yorkshire Water for a natural flood management scheme on the Fenland area.
 - Stock fencing and natural hedgerows planting continues
 - Further Grant Award to reroute surface water drains from the school towards the mill race and the beck
- e) Local Care Partnership Development (MB)
Nothing to report.
- f) Bardsey cum Rigton Neighbourhood Plan (ES,DD,LF,MB)
Nothing to report.

2425/56 Planning matters

- a) To consider and decide upon the following applications:
None received.
- b) To note decisions made by LCC:
 - i. Approvals
24/04012 Bingley Cottage, 41 Church Lane
24/04479 Land off Woodacre Lane to west of Primary School
24/03359 3 Second Avenue
24/03651 21 Congreve Way
 - ii. Refusals
24/03997 Windrush, 70 Blackmoor Lane
 - iii. Appeals
 - iv. Enforcements

2425/057 To review/adopt the following policies and procedures:

- a) Risk Assessment
To be reviewed at the next meeting.

2425/058 Matters requested by Councillors/Clerk:

- a) To review the grass cutting across the village. (JJ)
Grass cutting is divided into amenity grass and rough amenity grass. The amenity grass is cut once a year and the standard grass 14 times a year. It was agreed to request that amenity grass is cut in August/September to allow for biodiversity. Cllr Jackson to inform the LCC Contractor of the decision.
- b) To move all BPC councillors email accounts to two stage authorisation at login. (KO)
All Councillors have moved to two stage authorisation except Cllr Tatman.

2425/059 To consider correspondence received and agree any necessary action

- a) To consider correspondence received from EKWT concerning the effects of light pollution from a property bordering Bardsey Field on wildlife.
Cllr Jackson to request that EKWT speak to the resident on behalf of EKWT.
- b) To consider correspondence received from a resident whose property borders Park Field with overhanging trees and fence repairs.

These trees have been attended to in the latest work at Park Field. Item **2425/55**.

2425/060 To receive an update from Parish Councillors

None received.

2425/061 To notify the clerk of matters for inclusion on the agenda of the next meeting

None received.

2425/062 To confirm the date of the next Parish Council Meeting on 16th October 2024 at 7.00 pm in Bardsey Village Hall.

It was agreed to move the next meeting to **Wednesday 23rd October 2024 at 7.00 pm** in Callister Hall, Bardsey.



BARDSEY CUM RIGTON PARISH COUNCIL

Appendix 1

Schedule of Payments September 2024

Below is a list of payments to be approved:

Payee	Details	Amount
Zen Internet Ltd	Broadband Village Hall	42.00
GGs Groundcare Ltd	Quarterly Grounds Maintenance	2415.00
PKF Littlejohn	External Audit	252.00
NEST	Pension	27.15
VA Forbes	Salary	898.16
HMRC	PAYE & NI	40.88

Appendix 2

Financial Report

Bank Reconciliation

Prepared by: Victoria Forbes, Responsible Finance Officer

Date prepared: 17th September 2024

Balance as per bank statements at 11th September 2024

BANK STATEMENTS		
Community Account as at 11 th September 2024	£70,635.90	
Business Premium Account as at 11 th September 2024	£18,349.40	
Total		£88,985.30
Closing balance as at 11 th September 2024		£88,985.30
CASH BOOK		
Opening balance as at 1st April 2024	£62,830.82	
Add receipts (Precept £42,400, Grants £4,350.50, Rent £605.00, unpresented cheque £10.00, Interest £136.48, VAT Refund £2,409.29)	£49,911.27	
		£112,742.09
Payments to date	£23,756.79	
Cash book closing balance as at 12 th July 2024		£88,985.30

Financial Update

The table below shows the Parish Councils expenditure to 11th September 2024 against the budget.

Budget Heading	2024-2025 Budget	2024 -2025 Current expenditure
Clerk Salary	12,500	3840.36
Clerks'/Cllrs' Expenses.	200	17.66
Gen. Admin.	300	36.00
Audit	550	180.00
Subscriptions/Membership	900	762.10
Playground	2000	243.00
Park Field	2000	520.00
Grants	5000	
Asset Maintenance	1000	54.00
Waste Collection	1600	384.45
IT	1000	225.00
Flower tubs	220	
Insurance	1550	1496.75
Grass Cutting	1300	450.00

Grounds Maintenance	5400	2775.00
Remedial work in village	2000	
Public Rights of Way project	3000	
WI FI	600	226.75
Village Meeting Place	5000	7195.00
Chair's Allowance	100	
Training	250	
Earmarked Reserves	13,500	
General Reserves	30,000	
Total		£18,412.07

Please note: The difference to the expenditure amount on the bank reconciliation is due to the VAT

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Bardsey cum Rigton Parish Council – WY0010**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer before approval.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £40,050 and £5,316 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.
- The smaller authority has not restated the prior year figure in Section 2, Box 9 when adding assets purchased in 2018 to the fixed asset register.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

10/09/2024