

**Welburn Parish Council
Parish Council Meeting**

6th September 2022 – Main Room, Welburn Village Hall 1930hrs

| Present: | |
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| Voting member | Non voting member |
| John Ryan (JR) Chair | David Lewis (DL) – minute taker |
| Luke Smith (LS) Vice Chair | NYCC Councillor Caroline Goodrick (CG) |
| Rob Stansfield (RS) | Members of the public (X4) |
| Jonny Carey (JC) | |

| Minute Reference No. | Item | Notes | Actions |
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| WPC/033 | Welcome and conduct of meeting | JR welcomed everyone to the meeting | |
| WPC/034 | Apologies and conflicts of interest | <ul style="list-style-type: none"> • Apologies received by AD/ NMS • All voting members declared no conflicts of interest | Reasons for absence accepted by unanimous vote. |
| WPC/035 | Minutes of last meeting on 9 th Aug 2022 | Minutes proposed by LS / seconded by RS | Minutes duly adopted as an accurate record of discussions |
| WPC/036 | Update on Ryedale Local Plan | JR –The Ryedale Local Plan should have been signed off by the end of September but is behind schedule and may not be signed off until spring 2023. This gives more time for the PC to prepare its case against development. The plan may now be moved to the new North Yorkshire unitary authority. The PC objections have been submitted to RDC and many parishioners have also submitted objections. Council officers have not responded to the PC's questions about their views on the proposals and RDC minutes of meetings do not detail the discussions. | JR to continue to monitor the situation and give further updates at next WPC meetings. |
| WPC/037 | Market Research | JR- Market research on the views of the parish about future developments in the village would be useful and would carry more weight than individual responses. To this end Peter Pickersgill has been approached to find out the costs of a professional survey. A survey would cost £800 + VAT (£960), with extra costs of £3.45 | PC agreed to continue to develop the research process and bring final proposal to next PC for discussion and vote. |

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| | | <p>+VAT for each paper questionnaire and £2 +VAT to process each paper questionnaire. JR and RS have formulated a questionnaire to distribute online (with paper copies at a later date). JR suggested the PC fund half of the cost with the rest to come from individual donations. CG – confirmed such a survey would have weight in planning terms. She suggested an option for a car park should be included in the survey. CG – said she would want the developer to provide a car park before going ahead with any development. A parishioner asked if the VAT could be reclaimed and LS said that he believed that was possible. Council approved pursuing the issue. A vote on funding was deferred.</p> | |
| WPC/038-42 | | Agenda items 6,7,8,9,10 and 12 deferred to the next meeting. | These items to be on agenda for next meeting in October. |
| WPC/043 | | JC reported that enquiries about developing a new parish website were in progress and that three quotations would be provided for the next meeting. | 3 quotes for new website to discussed and voted on at next meeting in October. |
| WPC/044 | Public Statements | The issue of parking was raised. JR stated that speeding was the councils first priority but that parking would be pursued later with NY highways. | The PC would continue to engage with NY Highways to implement an agreed parking plan. |
| WPC/045 | Matters for inclusion on next agenda. | JR said that he had conversations with YCLA who had given a great deal of advice on the correct council procedures. There is a need to nominate a Proper Officer who is empowered to call a council meeting. This would normally be the clerk but in the absence of a clerk a PC member should be elected. JR volunteered to carry out the duties of Acting Proper Officer until further notice. | Resolution to be added to next Agenda to take a vote on JR becoming Acting Proper Officer. |

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| | | <p>There should also be a Responsible Finance Officer and in the absence of a clerk a council member could fill the role. LS volunteered to take on that position and that would be ratified at the next meeting.</p> <p>Standing Orders and key policies need to be produced using YLCA provided templates. JR suggested producing and ratifying these should be carried out over the remainder of this Council Year with full implementation by May 2023.</p> <p>YLCA strongly recommends the PC completes a bespoke Whole Council Training session. Cost per member is £32 per head. JR asks all councillors to attend.</p> <p>Discussions took place around the absence of a Clerk and the impact this is having on the PC. The costs of an employed Clerk would cost the parish more than £2000 pa. LS suggested that long-term a clerk would not be needed, especially after training was completed. CG said that a clerk was helpful but they are in short supply.</p> <p>JR said that YLCA also offer a planning training workshop and suggested two councillors attend. CG said she had a Locality budget and offered up to £300 to the PC to complete the training.</p> | <p>Resolution to be added to next Agenda to take a vote on LS becoming Acting Responsible Finance Officer.</p> <p>Cllrs agreed to review the model documents provided by YLCA and agree an action plan for implementation. To be agreed at next meeting in October.</p> <p>Resolution on this to be added to nest agenda and voted on.</p> <p>Resolution on whether to appoint a Clerk (if one available) to be ratified at next meeting.</p> <p>Decision on who would attend to be ratified at next meeting in October.</p> |
| WPC/046 | Date and time of next meeting | WPC next meeting - Tues 4 th Oct 2022 – 1930hrs Main Hall, Welburn Village Hall | Agenda will be published in due course |