



# SHAROW PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting

**DATE:** Monday 20<sup>th</sup> May 2019  
**TIME:** 8.15pm (following the conclusion of the Annual Parish Meeting)  
**LOCATION:** Sharow Village Hall  
**PRESENT:** Councillors Robert Forber (Chair), Alison da Costa, Kim Dodd, Chris Gilbert, Ruth Mason  
**CLERK:** Nick Reed (minutes)  
**IN ATTENDANCE:** Seven Members of the Public

<b>AM18.01</b>	<b>Election of a Chairperson</b> It was RESOLVED that Cllr Forber be elected as Chair of the Parish Council, and he duly signed the Acceptance of Office.
<b>AM18.02</b>	<b>Election of a Vice-Chair</b> It was RESOLVED that Cllr Dodd be elected as Vice-Chair of the Parish Council, and she duly signed the Acceptance of Office.
<b>AM18.03</b>	<b>Apologies</b> Apologies were received from Cllr Jonathan Webb.
<b>AM18.04</b>	<b>Minutes of the Annual Parish Council Meeting held on 21<sup>st</sup> May 2018</b> These were AGREED as a true record of the meeting and signed as such.
<b>AM18.05</b>	<b>Council documents</b>
<b>18.51</b>	<b>Standing orders:</b> It was RESOLVED that these be re-approved and re-adopted.
<b>18.52</b>	<b>Financial regulations:</b> It was RESOLVED that these be re-approved and re-adopted.
<b>18.53</b>	<b>Audit plan and internal controls:</b> It was RESOLVED that these be re-approved and re-adopted.
<b>18.54</b>	<b>Asset register:</b> It was RESOLVED that this be approved.
<b>18.55</b>	<b>Code of Conduct:</b> It was RESOLVED that this be re-approved and re-adopted.
<b>18.56</b>	<b>Risk assessment:</b> It was RESOLVED that this be re-adopted.
<b>18.57</b>	<b>Data Protection Policy:</b> It was RESOLVED that this be approved
<b>18.58</b>	<b>Model publication scheme:</b> It was RESOLVED that this be re-approved and re-adopted.
<b>AM18.06</b>	<b>Report on Parish Council Business 2018-19</b> The report, having previously been read out at the Annual Parish Meeting, was ACCEPTED as a true record of Council business over the previous financial year. The report is appended to these minutes.
<b>AM18.07</b>	<b>Audit matters for the year ended 31<sup>st</sup> March 2018</b>
<b>18.071</b>	<b>Approval of Annual Governance Statement.</b> This was read and it was RESOLVED to approve the statement as submitted on the Annual Return.
<b>18.072</b>	<b>Approval of annual receipts and payments accounts.</b> These were considered and it was RESOLVED to approve them.
<b>18.073</b>	<b>Approval of the Statement of Accounts of the Annual Return.</b> This was considered and it was RESOLVED to approve it.
<b>AM18.08</b>	<b>Section 137 Payments</b>



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	Section 137 payments as shown on the 2019-20 budget were considered, these being: £600 to St John's Parochial Church Council; £500 to Sharow Village Hall; £200 to Roundabout magazine; and £150 to Citizens Advice Craven and Harrogate. It was RESOLVED to make these payments as budgeted.
<b>AM18.09</b>	<b>Yorkshire Local Councils Association</b> It was RESOLVED to appoint the Clerk and Cllr da Costa as voting representatives to YLCA Branch meetings.
<b>AM18.10</b>	<b>Date of 2019 Annual Parish Council meeting</b> This was noted as being Monday 18 <sup>th</sup> May 2020.

The meeting closed at 8.35pm.

These minutes were recorded and prepared by Nick Reed, Clerk to the Council



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#### Report on Parish Council Business 2017-18

Chris Gilbert (Chair) and Robert Forber (Vice-Chair), Alison da Costa, Kim Dodd, Emma Lowe, Ruth Grenfell and Jonathan Webb served as councillors for the full year, with Nick Reed in position as Clerk and Responsible Financial Officer for the full year.

The Council met six times over the year for a full agenda of business, with no additional meetings necessary for urgent planning applications or other business.

The Council has continued to address concerns regarding speeding in the village and traffic generally, by contributing to the VAS (vehicle activated sign) scheme run by North Yorkshire County Council, and by investigating further speeding prevention measures. The Council has been active in alerting parishioners to the frequent use of the village by extra traffic during roadworks on the A1(M) and at Hewick Bridge, and has been instrumental in achieving a 7.5 tonne limit throughout the village with good signage from the A61 roundabout and A1(M).

Other highways issues on which the Council has advocated on behalf of parishioners include wheelchair access on Dishforth Road, and the campaign to move the school bus stop away from the potentially dangerous current site to one with wider pavements and better sightlines.

The Council has continued to monitor any progress with proposals for development in Sharow, both in regard to specific applications and to the Harrogate District local plan.

The Council has continued to work to provide a playground on the land at the junction of Berrygate Lane and Dishforth Road. It is in the process of securing a sub-lease with the Parochial Church Council, and has a sub-group working on the design and funding of the play area. With the works to St John's Church and the car park now complete the Council is optimistic that further progress can be made in the near future.

The Council has continued to monitor and work to resolve fly-tipping issues within the village and especially on the riverbank. A litter pick was organised in the summer of 2017 which was a successful and enjoyable day and well supported by Harrogate Borough Council.

The Parish Council reviews its standard documents and policies annually. These documents, as required by the Transparency Code for Smaller Authorities to which



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the council works, are regularly uploaded to the Council's website at [sharowparishcouncil.btck.co.uk](http://sharowparishcouncil.btck.co.uk), or are available on request from the clerk.