

BIGGIN PARISH COUNCIL

Biggin, Sherburn in Elmet, North Yorkshire, LS25 6HJ

Minutes of the Annual Council Meeting of Biggin Parish Council held at Eversley Park Centre, Low Street, Sherburn in Elmet on Wednesday 15th May 2024.

The meeting opened at 6.37pm

Present: Cllr N Kaiper-Holmes (Chairman), Cllr C Hartley (Vice Chairman), Cllr R Anderson, Cllr J Lamb and Georgina Ashton, Clerk to the Council. 11 members of the public present.

Minutes of Meeting

25/01 To elect the Chairman of the Council and to receive the Chairman's Declarations of Acceptance of Office

Resolution: Cllr Kaiper-Holmes to take the position of Chairman for the forthcoming municipal year 2024/2025 for Biggin Parish Council. Proposed by Cllr Anderson and seconded by Cllr Hartley. Unanimous.

25/02 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Resolution: Cllr Hartley to take the position of Vice Chairman for the forthcoming municipal year 2024/2025 for Biggin Parish Council. Proposed by Cllr Anderson and seconded by Cllr Kaiper-Holmes. Unanimous.

25/03 To receive Apologies for absence
None received.

25/04 To receive any Declarations of Interest from Members
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Biggin Parish Council for Members and by the Localism Act 2011.

25/05 Public Participation Period

Resident 1 – concerns raised over Bridge House Farm and the new residents occupying the site. Construction works have commenced on the site and some shrubs and trees have been removed. Particular concerns raised with regard to contravention of the Construction Management Plan and the Landscaping Plan/Planting Schedule. A number of other residents raised concerns with regard to the caravan site and prospective works.

Resident 2 – a resident had raised some concerns on social media with regard to the weeds growing in between the daffodils on the wide verge on Oxmoor Lane.

25/06 To approve the Minutes of the last meeting held on Wednesday 10th April 2024.

Resolution: to agree and accept the minutes of the last meeting held on Wednesday 17th April 2024 as a true and accurate record. Unanimous.

25/07 Councillor Vacancy: There is currently 1 vacancy

- a) To consider applications from eligible candidates for vacant Parish Councillor seat. Victoria Earle made an expression of interest for the vacant seat.
- b) To approve the co-option of an eligible candidate to vacant seat on Biggin Parish Council.

Resolution: to approve the co-option of Cllr Earle. Unanimous.

25/08 RFO Finance Report

- a) Financial update from the Clerk, balance at bank – to 10th April 2024
Balance at bank at financial year end 31 March 2024 was £3,846.94 and on 15th April 2024 was £3,836.95

Payments agreed at the last meeting as follows:

4/5/2024	Bank charges to 13 March 24	£5.00	SO
5/5/2024	Website hosting charge	£4.99	DD
30/4/2024	Community Heartbeat trust – annual fee	£151.20	100314 chq
30/4/2024	YLCA subscription – annual mem. fee	£62.00	100315 chq
30/4/2024	Clerk's salary (6mths to 31 Mar 24)	£293.04	100316 chq

- b) To approve the Bank Reconciliation and any payments
None received.
- c) To approve the Certificate Exemption for the financial year 2023/2024 to the External Auditor, PKF Littlejohn, London.

Resolution: to approve the Certificate of Exemption for the Annual Governance and Accountability Return 2023/2024 to the external auditor, PKF Littlejohn LLP.

To approve the publication of documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015. To confirm the dates for the Exercise of Public Rights.

Resolution: to approve the publication of documents required by the Accounts and Audit Regulations (2015), the Local Audit (Smaller Authorities) Regulations 2015. To confirm the dates for the Exercise of Public Rights.

25/09 Planning

- a. To consider any live planning applications in the Parish.

Statutory Consultee dates: 29th April 2024 – 20th May 2024

ZG2024/0316/HPA | Demolition of an existing porch and conservatory and construction of a two storey front extension and entrance canopy and a two storey rear extension and relocation of some windows at Fairway, Oxmoor Lane, Biggin.

- b. To receive an update on the renewal of the ACV on The Blacksmiths Arms, Biggin. Last update received from Warren Davies, Partnerships Projects Officer at NYC was received on 3rd May 2024 to say that he had drafted his report.

- c. To receive an update on the works at the Caravan site
Members had a discussion regarding the works carried out at the caravan site.

Resolution: that the Parish Council write to Planning Enforcement to explain that there is potential for some of the planning conditions to have already been breached and would wish for the LPA to investigate these concerns. 4 for, 1 against (Cllr Anderson).

d. To consider S106 expenditure and quotation for village gateway signage. Quotation received from recognised Parish Council supplier and quotation received for installation of 2x new gateway entrances to the parish on Oxmoor Lane. Site visit offered by the company.

Resolution: to approve the purchase of 2 of 3x slat gateways from Glasdon at a cost of £2164.62 + VAT. Unanimous.

Resolution: for the Chairman to attend the site visit with the appointed contractor for discussion over the site of the proposed gateway entrances. Unanimous.

Resolution: to approve the cost of installation by a private contractor.

Resolution: for the Clerk to request and draw down the S106 funds from North Yorkshire Council.

25/010 Community Safety and village projects

- a) Defibrillator report – electrode pads in date to Dec 2024, regular checks made by the Defib Guardian, Cllr Anderson.
- b) Grass cutting – request from the Chairman if anyone has any contacts for a Grass Cutting contractor.
- c) To receive an update from Cllr Anderson on the Land Registry documents and relationships with NY Highways (verges in the parish).
No update to provide other than that the research is inconclusive.

25/11 Correspondence received

The Clerk has received a number of phone calls, texts and social media messages with regard to developments to the Caravan site on Oxmoor Lane (as discussed earlier in the agenda).

25/12 AOB – calendar of dates for 2023/2024

Wednesday 3rd July 2024, Wednesday 28th September 2024, Wednesday 4th December 2024, Wednesday 12th March 2025, Wednesday 14th May 2025.

25/13 To note the date of the next meeting - resolving the adoption of the General Powers of Competence.

The meeting closed at 7.45pm

Signed: _____

Dated: _____