

FRIDAYTHORPE PARISH COUNCIL

The highest Village on the Yorkshire Wolds



MINUTES

Minutes of the Extra Ordinary Meeting of Fridaythorpe Parish Council Monday 2nd November 2015, 7pm ABN Offices, Fridaythorpe

Present: Daniel Scullane (DS) (Chair), Brendan O- Donnell (BOD) (VC), Ken Falkingham (KF),

Sue Halfpenny (SH), Andy Burton (AB) (Ward Counillor), Glynis Rees (GR), Sam Dunwell (SD)

In Attendance: Laura Waites (LW) (Clerk)

Apologies: None

Item	Detail	Action
1511.01	Welcome and Apologies	
	DS opened the meeting and thanked ABN for the use of the building. There were no apologies to	
	report. DS introduced Glynis Rees and Sam Dunwell who had expressed an interest in becoming	
	co-opted members of the parish council; the parish council has three outstanding vacancies	
	following the May elections and the resignation of MS.	
	DS proposed and AB seconded that Glynis Rees and Sam Dunwell be appointed as co opted	
	councillors; all agreed.	
	This will leave one vacant position to fill on the Parish Council. AB, the ward councillor for Wolds	
	Weighton has been working with the parish council to help it to be quorate since the elections. He	
	will continue to support the parish council in future.	
1511.02	<u>Declarations of interest</u>	
	DS gave a reminder of the need for confidentiality and to declare any interests, pecuniary or non-	
	pecuniary in any of the agenda items; none declared. All councillors completed acceptance of	
	office forms, to be held by the clerk. All councillors completed business interest forms to be	LW
	forwarded by the clerk to ERYC.	
1511.03	Fridaythorpe Parish Council Standing Orders and Code of Conduct	
	DS referred to the standing orders circulated prior to the meeting which cover the procedural	
	business of the parish council such as meeting arrangements.	
	DS proposed and SH seconded that the standing orders be approved; all agreed with the	
	understanding that they can be reviewed and amended if required at a future meeting.	
	DS referred to the code of conduct circulated prior to the meeting which cover the procedural	
	business of the parish council such as meeting arrangements.	
	DS proposed and SH seconded that the code of conduct be approved; all agreed	
1511.04	Proposed Committee structure and future meeting agenda and dates	
	DS gave a summary of the proposed committee structure document which had been previously	
	circulated. The aim is to hold shorter more action focussed parish council meetings with a series of	
	subject specific committees in between parish council meetings to review matters in more detail	
	and make recommendations to the parish council. DS also circulated a proposed schedule of dates.	
	The proposals were discussed and comments included the potential doubling up of committees to	
	reduce the number; LW to check whether committees can be held at a councillor's home if	LW
	advisory meeting only; if the number of councillors needed to sit on advisory only committees	

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	aculal be less them three, if some decision moling committees could be established a a finance	DC
	could be less than three; if some decision making committees could be established e.g. finance	DS
	which would need clear terms of reference with delegations	
	DS proposed and BOD seconded that the parish council adopt a committee structure; all agreed	
4544.05	in principle and DS is to present final proposals once queries have been addressed	
1511.05	Proposed policies for approval	
	1. Financial regulations – DS referred to the previously circulated document which covered a	
	protocol for financial regulations. There was a discussion about the level for contracts. It was	
	agreed that £2000 be set as the limit.	LW
	DS proposed and BOD seconded that the protocol be approved; all agreed.	
	2. Expenses policy - DS referred to the previously circulated expenses policy document to cover	
	certain types of expenses that parish councillors incurred in their duties which could be	
	claimed. It was proposed that a limit of £30 per year be set as a reasonable level for the parish	
	council for things like mileage; training, printing and postage. The need to publish members	
	expenses was discussed. LW to check if expenses are allowable for co opted councillors.	LW
	DS proposed and BOD seconded that the expenses policy be approved; all agreed in principle	
	subject to the query on co-opted member expenses	
	3. Planning and finance committee rules of guidance - deferred to next meeting	
1511.06	Bank Account Update	
	DS covered the current situation with regards to signatories, payments overdue and balance of	
	the account and advised that all of the paperwork has now been agreed with the bank. DS	
	reported that the current balance was c£12k. This is a large amount for the parish council to hold	
	and DS asked for ideas on areas of spend; storage for the parish council equipment was noted. LW	
	advised that the budget agreed for 2015/16 in line with the precept will be spent over the year and	
	this will reduce the balance to c£8k at the end of financial year which is in line with the amount	
	parish councils are able to c/f and outlined the type of expenditure.	
	A copy of the current budget will be circulated for councillors to review.	LW
	DS proposed that a cost of up to £100 be approved to enable the production of the parish	
	newsletter and a transport survey (see transport item for details of the survey); All agreed	
1511.07	<u>Christmas Committee</u>	
	BOD outlined the Festive Fridaythorpe event plans and composition of the committee.	
	It was proposed that a bigger event be held this year for the whole village not just focussed on	
	children.	
	BOD proposed and DS seconded a maximum of £500 be donated by the parish council to the	BOD
	event committee; all agreed. The parish council noted the composition of the committee.	
	Clerk advised that in previous years ABN had made a donation to the event; BOD to follow up	
1511.08	<u>Transparency Code</u>	
	DS outlined the transparency code regulations and the need for the parish council to be compliant	
	and reported that administrative work was being completed with LW to ensure this happens. An	DS/LW
	update will be given at the next meeting.	
1511.09	Local Grant Fund	
	DS asked the parish council to note the amounts outstanding from last year's community grant of	
	c£100 and advised that KF was getting quotes for further planting which could carried out with this	KF
	funding – to be agreed at the next meeting. LW to check with ERYC that this can be done within	LW
	the grant criteria.	
1511.10	ERNLLCA Membership	
	DS reported on proposal for membership of ERNLLCA which is an organisation for parish councils	
	locally to provide training and support. DS advised that a price for part year membership had been	
	provided.	
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	DS proposed that the parish council approve payments membership for this year (in part) and next year in full. Proposed; all agreed that the two payments be approved	
1511.11	Transport Update SH gave an update on the transport consultation event attended last month and circulated a briefing note. The event was to ask parish councils about public transport and subsidised transport. SH noted that unless the parish uses the services they are likely to stop. A questionnaire is to be designed and sent to residents about the services they use and need. Clerk to see if a copy of the questionnaire that was done two years ago is available. AB gave the ERYC perspective regarding total transport. The issue is in a rural area like this that anyone without a car is going to be cut off and the parish council needs to know how many people don't have access to a car. Total transport will look at all transport opportunities available, e.g. medibus, small mini bus, use of other agencies transport such as emergency vehicles, car share and taxi etc. SH noted research she was doing on a community taxi or mini bus to take people to Beverley or York or Pocklington and will ask the community if this facility is needed. AB advised a licence for a community bus service would be needed to do this which could enable some funding to be provided for a subsidised service. SH is speaking to taxi companies to see if they would be	
	interested in providing this service and likely costs. The method for carrying out a survey was discussed. It was agreed that a questionnaire be pre circulated with a date and time that councillors would be calling to collect the responses and take any questions. Each councillor is to do a certain area.	SH
1511.12	Allotments DS confirmed that contact has been made with ABN and a meeting is to be held to follow up discussions. There is a need to review whether the need is still there in the parish for allotments.	DS
1511.13	Litter Pick Review DS gave an update on the session held on 25 October which was well attended and saw a large amount litter collected. Another session held on 1 st November also went well. The parish council discussed an issue regarding use of KF's van for taking the rubbish collected to the waste recycling site. DS to put details of future sessions in the newsletter.	DS
1511.14	Electoral Roll The electoral roll was discussed. A hard copy was on file at the meeting if councillors wished to review it. Data protection / sharing of the electoral roll to be checked with ERYC.	LW
1511.15	Parish Assets – deferred to next meeting	
1511.16	Assessing previous work by parish council - deferred to next meeting	
1511.17	Correspondence from residents DS reported that he has received comments from the public regarding grass cutting; all to note. The issue was explained and has been resolved now banking arrangements are in place for new councillors and payments agreed at the previous meeting can be made.	
1511.18	Any other urgent business DS advised on the format for the newsletter. There was a discussion regarding having a Fridaythorpe parish council email for councillors to access – to be reviewed for the next meeting.	
1511.19	Close DS closed the meeting at 8.35pm. The next meeting will be held Monday 7 th December, 7pm, ABN	LW