FRIDAYTHORPE PARISH COUNCIL





The highest Village on the Yorkshire Wolds

MINUTES

Minutes of the Ordinary Meeting of Fridaythorpe Parish Council Monday 7th December 2015, 7pm ABN Offices, Fridaythorpe

Present:	Cllr Daniel Scullane (DS) (Chair), Cllr Ken Falkingham (KF), Cllr Sue Halfpenny (SH), Cllr Glynis Rees (GR)
In Attendance:	Laura Waites (LW) (Clerk) (from item 1512.05 - clerked by SH to this point);
	Gillian Snowden (Resident – part meeting)
Apologies:	Cllr Brendan O- Donnell (BOD) (VC), Cllr Sam Dunwell (SD), Cllr Andy Burton (AB) (Ward Councillor)

Item	Detail	Action
1512.01	Welcome and Apologies	
	DS opened the meeting. Apologies were reported from Sam Dunwell, Brendan O Donnell and Councillor	
	Andy Burton.	
1512.02	Open Forum	
	No residents were present for this item; however Gillian Snowden attended the meeting after the open	
	forum item had passed but was allowed to speak.	
1512.03	Declarations of interest	
	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.	
1512.04	Fridaythorpe Parish Council Code of Conduct	
	DS referred to the code of conduct circulated prior to the meeting.	
	DS proposed and GR seconded that the code of conduct be approved; all agreed	
	DS asked members to sign the code of conduct.	ALL
1512.05	Minutes of the last meeting	
	The minutes of the ordinary parish meeting held on 5 th October 2015 were reviewed.	
	The minutes of the extra ordinary parish meeting held on 2 nd November 2015 were reviewed.	
	DS proposed and GR seconded that the minutes be approved as a true record; all agreed	
	DS gave a report on the review of the minutes of parish council meetings held in the past two years. As a	
	new chair and council there was a need to understand the current position regarding actions and what still	
	needed to be progressed. The following points were noted including some actions. LW is to design an action	
	table to record meeting actions and timescales to be completed by the next meeting for ease of review in	
	future.	LW
	Review of minutes (o/s actions in bold):	
	 Screen and projector – purchased; BOD has the equipment 	
	• Community asset pub – no follow up; it was noted that the building was on a lease and unsuitable for	
	community asset transfer	
	 Grit bin shovels – it was confirmed that these are in place 	
	 Equality policy – LW to check if there is a copy and bring it to the next meeting 	LW
	• Defibrillator training – it was confirmed that defibrillator training had been held together with first aid	
	training; LW is to get a list of who has done the training; LW to check payment to AS and Seaways	LW
	café for electricity	
	 Planting around the pond area – KF is arranging for this using the carried over grant 	KF
	• Pavement surface on back street ERYC to carry out work on the pavement surface – it was noted that	
	new issues around pavements in the village need addressing and drainage problems in the pond area –	
	LW to report these issues to ERYC for resolution	LW
	• Village shelter – it was noted there had been ongoing discussions with ERYC regarding maintenance of	
	the shelter; LW reported that the most recent communication from ERYC had confirmed painting had	
	been done and regular checks were being done; it was noted that the roof is leaking and tiles are	LW
	coming off and the base has dipped which is causing it to get waterlogged – LW to report these issues	
	to ERYC for resolution	DS

Fridaythorpe Parish Council

	• Emergency plan – DS reported that the procedure is due for renewal and will be covered at a future	
	meeting	
	• Twilight bus service – it was noted that the parish council has made donations to the Driffield School	
	Twilight Bus in previous years; LW reported that a letter asking for a donation this year had been	SH
	received. The donation of £50 is to be reviewed by SH	,
	• Records – there was a discussion regarding parish records. LW confirmed she had not yet written to	LW
	Alison Spencer, James Strachan or James McGregor to request the handover of all parish council	
	property including paperwork, records and files and will do so immediately. LW to bring all records to	DS
	the next meeting including the electronic archive on the USB $$ safe stick and will report on the	
	content.	
	Flag pole – the position regarding the installation of a flag and flagpole is to be decided	DS
	• Village picnic – it was confirmed that a small summer event was held in 2014, but not a sponsored walk	
	• Donation of map and walk from ramblers association – DS reported he had received the maps from JM	DS
	and is to make the arrangements for a frame for their installation	LW
	• Newsletter - it was reported that the newsletter had been re-instated. The newsletter is to be printed	
	on a quarterly basis.	
	• Social media policy and update – LW reported that a draft policy had been produced in April 2015 (to	LW/BOD
	be circulated). Any additions are to be handed out and agreed upon at next meeting by BOD.	
	 Megaphone – it was confirmed that this had been purchased and was being stored by DS. 	
	 Fish in the pond – a problem was reported last August and the need to aerate the pond was discussed. 	
	KF is looking into use of aerating plants instead of regular hosepipe filling. GS referred to the donation	KF
	of some plants.	
	 Allotments / play area / community orchard - it was noted that this was on the agenda and a 	
	committee / working group was being formed to look at this. KF to lead project once up and running .	KF
	 New residents pack – it was agreed that it was a good idea to have a pack and there was a discussion 	
	about the contents. SH to take this forward.	SH
	 Phone box – DS and LW confirmed that they had looked into this; it is not possible to transfer it to use 	
	it as a community facility as it is in use. The cost of relocating the phonebox would be too high for the	
	PC to meet. No further action.	
	• Festive Fridaythorpe event – BOD is the lead for event planning but was unable to give a report as was	
	absent. It was agreed by LW and all councillors present that in future it would be fairer if LW let DS and	
	councillors let LW know in advance if they were planning to be away for more than a couple of days	LW
	and would be uncontactable. This matter will be brought to the next meeting so that it can	
	be brought to the attention of absent councillors, discussed and agreed upon. There was a discussion	
	regarding whether a license was needed for serving mulled wine. SH said there was no need for a	
	license for alcohol offered free of charge at a street party. It was however agreed that the council would not want alcohol served at a child-centric event. However there was no issue if residents wanted	
	to bring their own and be responsible for it. LW to contact BOD to advise him of this.	LW
	Planning – LW is the contact for planning items; there is now an online portal to use.	
	• Streetscene – the next Streetscene walkabout will be scheduled in 2016 as they are bi annual LW will	
	let us know the earliest possible date for next year's walk about before the next meeting or earlier if	
	it is to be before February 2016	LW
	 May 2015 handover – LW reported that she had done a handover with JM regarding the finance 	
	documents. DS spoke to previous councillors and is getting Christmas lights from JM.	DS
	• Minutes on the noticeboard – LW reported that the minutes were up to date on the website (there	
	were none for May; the first meeting after the elections was held in June). DS reported that the	
	noticeboards have not always been kept up-to-date and needed to be done. Noticeboard keys were	LW
	discussed and rather than having others cut (as minuted in October's meeting) it was agreed that SH	
	will keep the noticeboard keys from AS at her home. LW is to ensure that the two noticeboards are	
	kept up to date.	
1512.06	Policies for approval	
	<u>Complaints Procedure</u> . DS circulated a copy of the proposed complaints procedure for discussion and	
	explained that it referred to the parish council not an individual.	
	It was proposed by DS and seconded by SH that the complaints procedure be approved; all agreed.	
	Expenses policy. DS circulated a copy of the proposed employees expenses policy and claim form which	
	included travel expenses and printing and a proposal to purchase a council mobile phone. The policy	

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FRIDAYTHORPE PARISH COUNCIL



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	requires employees to pre notify of any costs. DS proposed and SH seconded that the policy be approved;	
	all agreed.	
	Gillian Snowden left the meeting at this point.	
	Councillor expenses policy. DS gave a reminder that the policy had been agreed in principle at a previous	
	meeting subject to the query on whether co-opted members could claim expenses. This had been	
	confirmed. The policy requires councillors to pre notify of any costs. The maximum amount that councillors	DS
	can claim in a year is £30; DS is to include an additional clause regarding extra ordinary expenses.	
	Printing was discussed and it was agreed that two hard copies of meeting papers are to be provided by LW	
	for the meeting. A hard copy is to be posted to KF.	LW
	It was proposed by DS and seconded by SH that the councillor expenses policy be approved with the	
	addition of the clause regarding extra ordinary expenses; all agreed.	
	Health & Safety policy. DS circulated a copy of the proposed health & safety policy.	
	It was proposed by DS and seconded by GR that the health & safety policy be approved; all agreed.	
	<u>Grievance policy</u> . To be covered at the next meeting	
	Equal opportunities policy. DS circulated a copy of the proposed equal opportunities policy.	
	It was proposed by DS and seconded by GR that the equal opportunities policy be approved; all agreed.	
	Financial Regulations a revised document was considered. DS reported that the policy has been amended	
	following discussion at the previous meeting and item 11 now states a £2000 limit.	
	It was proposed by DS and seconded by KF that the equal opportunities policy be approved; all agreed. It	
	was also agreed that KF become a third signatory on the council bank accounts. LW to make the	LW
	arrangements regarding the paperwork.	
1512.07	Committees	
	DS gave a reminder that at the previous meeting it had been agreed in principle that the parish council	
	adopt a committee structure. DS circulated a revised structure for parish council committees which took	
	account of previous queries raised and confirmed that the parish clerk is to attend all committees as they	
	are part of the council structure. The quorum for committees is three. Members can join advisory groups	
	outside of the committee structure as individuals but not in a parish council role.	
	The proposed committee structure was discussed. The following membership was proposed:	
	<u>Finance committee</u> – Chair (DS). Vice Chair (BOD), KF.	
	<u>Remuneration committee</u> – sits under finance; with the same membership as the Finance committee.	
	HR committee – Chair (DS), SH, GR	
	Press and communications committee – SH, plus two other members required. To be agreed when BOD/SD	
	present.	
	<u>Allotments committee</u> – KF plus two other members to be agreed as above. This will operate as a separate	
	working group once the initial project has been established.	
	Youth services committee – to be agreed as above	
	Christmas committee - to be agreed as above	
	It was proposed by DS and seconded by SH that the above committee structure and membership be	
	approved; all agreed.	
	The arrangements, frequency and location of the meetings was discussed. Meetings are to be held in line	
	with the proposals circulated by DS. Some meetings may be held consecutively on the same date to	
	minimise the days / travel time required for members to attend.	
	Dates of forthcoming meetings were agreed:	
	Next full parish council - 1 st February at 7.15pm, ABN	
	Finance committee – 18 th January at 7.15pm, ABN	
	HR committee – 18 th January at 8pm, ABN	
	Further dates are to be confirmed at the above meetings	
	Terms of reference or committee rules of guidance are to be considered at the first meeting of each	
	committee and then approved at the next full council meeting.	LW
1512.08	Communications	
	DS reported that he has spent a lot of time revamping the website and now wished to hand over	
	responsibility for the website to the Press and communications committee due to the time it takes to edit it.	
	DS reported that the site is receiving increased traffic and the domain name purchase will be reviewed in	
	May 2016. The parish council thanked DS for the work on the website and noted that it was a great	
	improvement. SH is continuing with her blog.	

Fridaythorpe Parish Council

	SH reported that 180 copies of the newsletter, Fridaythorpe Frontier had been produced at a reduced cost	
	of £62 due to some printing faults. The next edition is due out in March 2016 and the Press and	
	Communications committee will decide the format and content. The estimated cost is c£60 four times a	
	year. GR and SH reported that the newsletter had been well received by residents. SH queried a survey	
	done in 2014; LW to check if a copy is available and the results.	LW
1512.09	Transport	
1312.05	SH is to provide an update at the next meeting. LW confirmed that Fimber parish council are interested in	SH
	working with SH on proposals and she will check position with Wetwang Parish Council.	LW
	DS reported that the cost for self stick notice holders in the shelter was £325. The parish council approved	
	the payment and DS is to arrange the purchase and installation.	DS
1512.10	Parish Assets	03
1312.10	SH reported that she had spoken to a previous chair; there is no asset register on file as he was not aware of	
	the parish council being responsible for any items. This is to be checked by LW	LW
1512.11	Community facility	200
1912.11	Item deferred to the next meeting	GR
1512.12	Finance	GI
1312.12	DS reported that the parish council had to submit the precept demand to ERYC for 2016/17 by mid January.	
	DS proposed that the precept be decreased by 1.99%. A vote was taken and the parish council agreed by a	
	majority of 3:1 that the precept remain at the current level.	
	Payments	
	DS proposed and KF seconded that the following payments be approved; all agreed.	
	Mr Thompson - £925 for grass cutting. Previous cheque cancelled and new cheque to be signed.	
	Greenfingers - £146.30 for pond maintenance and plants to be offset against the local grant	
	Ken Falkingham - £55.50 for refuse sacks and litter picking equipment (seconded by SH)	
	GT print and design $- \pm 62$ for the newsletter	
	ERNLLCA - £87.20 for part year membership. LW agreed with the chair to sign the membership agreement	
	on behalf of the parish council.	1.1.47
	LW will make arrangements for cheques to be countersigned by BOD to enable payments to be made as	LW
1512.13	soon as possible. All other finance items were deferred to the finance committee	
1312.15	<u>Festive Fridaythorpe</u> As reported in item 4, BOD is the lead for the event and will provide details of all costs associated with the	BOD
	event. Licensing is to be checked and if necessary the event will have to be run with byo arrangements. The	вор
	parish council agreed that a maximum of FE for gifts for volunteers be paid as volunteers for other activities	
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