**PARISH COUNCIL OF FRIDAYTHORPE**

**Minutes of a Meeting of the Parish Council held Tuesday 26th July 2016 at 19:30 hrs at St Marys Church.**

The meeting was chaired by Councillor O’Donnell.

Present: Ward Cllr Burton and Cllrs O’Donnell, Dunwell and Falkingham. Three members of the public were also present.

**Meeting started at 19:40 hrs**

**120716.001 Welcome and Apologies –** None

**120716.002 Open Forum**

Alison Spencer raised the subject of the community defibrillator as there is a fault with the orange light. The pads also need to be replaced every two years. ACTION: Cllr O’Donnell to look into this.

**120716.003 Declarations of Interest -** None.

**120716.004 Review of Fridaythorpe Parish Council structure and future**

Cllr O’Donnell stated that recent resignations have left only three councillors on the parish council. Cllr O’Donnell is acting as the chair currently.

In the last few months, great consideration has been given to the parish councils future. Cllr Dunwell informed the parish council that she has spoken to ERYC regarding the current situation. They have instructed Cllr Dunwell that they will formulate a consultation on alternatives to the current structure. One of the suggestions was to merge with a neighbouring parish council. Cllr Dunwell informally raised an enquiry regarding this with the Huggate, Wetwang and Fimber parish councils. They have all discussed this at their meetings and have declined to merge due to the different priorities which determines their precept, and the necessity to keep their own agenda.

A second alternative would be to disband the parish council altogether although the village could still hold meetings to determine the precept.

The third option is to continue as is. Cllr O’Donnell informed the parish council that there are other parish councils that meet quarterly so this might be a more viable option. Cllr Dunwell asked what would happen regarding more ad hoc issues if the meetings were less frequent. Ward Cllr Burton responded stating that if each councillor has their own portfolio then this shouldn’t be an issue but that there was also the possibility of extraordinary meetings if needed.

Cllr Dunwell suggested that the sub-committees could possibly be a way around the less frequent meetings. Cllr O’Donnell stated that he felt there was no need for sub-committees as everything could be dealt with in the normal meeting.

Cllr O’Donnell proposed that Fridaythorpe parish council structure remains as it is but goes to bi-monthly meetings, this was seconded by Cllr Falkingham. All in agreement.

**120716.004a Agree vacancy notice for new councillor**

The parish council were informed that the vacancy notice template for councillors comes from ERYC. ACTION: Cllr O’Donnell to contact Deborah Sedman regarding the vacancy form.

Cllr O’Donnell asked the parish council if there was anyone to their knowledge who wanted to become a councillor. Cllr Falkingham stated that Tom Hemesley who was present at the meeting as a member of the public, wished to be co-opted. Cllr Falkingham proposed that Tom be co-opted on and Cllr O’Donnell seconded this. All in agreement. ACTION: The appropriate forms should be sent to Tom for him to complete and bring to the next meeting in order that he can be co-opted onto the parish council.

**120716.005 Installation of bench in memory of William Boyes**

The parish council have been approached about the installation of a bench in the village in memory of William Boyes. The family wish to supply and pay for the installation of this. Ward Cllr Burton raised the query as to who would then maintain the bench. ACTION: The parish council need to find out the legalities of installing the bench and who will then be responsible for this. Cllr O’Donnell will inform the family that in principle the parish council are happy with this.

**120716.006 Information Governance**

Cllr O’Donnell is currently sorting through the financial side of this. Cllr Dunwell asked if all cllrs have access to this information. Is there any specific advice from ERNLLCA regarding which file storage is the best one to use? Currently all cllrs have access to the Fridaythorpe parish council inbox, this should be restricted to the clerk, once appointed. ACTION: Once a clerk has been appointed, a new e-mail address needs to be set up and all parish council information is then handled by the clerk. Agenda item no **120716.010** was moved for discussion here.

**120716.010 Virtual clerk/ minute taker**

A member of the public attended the meeting to apply for the role of parish clerk. Samantha O’Connor brought her CV and covering letter for the parish council’s consideration. Samantha O’Connor was asked to leave the meeting while the position was discussed. The vote to appoint Samantha O’Connor was led by Cllr O’Donnell and seconded by Cllr Dunwell. All were in favour. ACTION: Newly appointed clerk to bring a contract template to the next meeting.

Cllr Dunwell asked the clerk how many hours she would require to organise the parish council. The clerk stated she would look at the current files and give a more accurate timeframe at the next meeting. In terms of previous minutes that have not been signed off, Ward Cllr Burton advised that these now be filed as they stand.

The clerk advised the parish council that all records should now be stored with her.

**120716.007 Correspondence**

Planning application *16/01773/PLF: Proposal: Erection of a dwelling Location: Land North of Edmonds Farm, Back Street, Fridaythorpe, YO25 9RT* has been received.

Boococks farm have so far lodged a concern as they don’t own all of the land in question. The plans are for a ground floor building with a loft room over the car port. Concerns were raised by the parish council about access to the property as the car port looks very small. Ward Cllr Burton explained the grounds on which to base the decision, such as the aesthetics to the surrounding area, possibility of any traffic interruption, safety and any other impact. The parish council decided to make a neutral comment on this application and to let ERYC have the ultimate decision. ACTION: Cllr O’Donnell to send clerk the planning application so that she can respond on behalf of the parish council.

A resident of Fridaythorpe has asked that a gate be erected at the bottom of the ginnel that runs from Manor Garth to Main Street in order to prevent children running directly onto the road. Cllr O’Donnell has looked into this and it is not a public right of way, therefore it is up to the residents of Manor Garth to come to an arrangement about this. Ward Cllr Burton stated that someone will own this land but that it is not something that the parish council have the authority to decide on.

**120716.008 Annual audit and return for PKF Littlejohn**

The clerk was passed the audit paperwork. This has not been completed in full and the clerk advised that this now must be done as a matter of urgency. An internal audit also needs to be carried out. ACTION: Clerk to request financial records and complete audit.

**120716.009 Finance update/ appointment of signatories**

Cllr O’Donnell stated that there was currently only one councillor able to sign cheques. The clerk advised the parish council that two signatories are required to sign both invoices and cheques.

Ward Cllr Burton left the meeting at 20:55.

The bank statement was signed by Cllr O’Donnell. In the light of some late payments, the parish council agreed on this occasion that Cllr O’Donnell sign the outstanding cheques at this meeting. Payments were made for the following:

Sue Halfpenny - £10, Chq no. 100524. Signed by Cllr O’Donnell. The clerk requested that an invoice for this be brought to the next meeting. ACTION: Clerk to contact Sue and request an invoice for this.

Catherine Laura Waites - £35.10, Chq no. 100525. Signed by Cllr O’Donnell. The clerk requested that an invoice for this be brought to the next meeting. ACTION: Clerk to contact Laura and request an invoice for this.

M Thompson – £185, Chq no. 100526. Signed by Cllr O’Donnell.

M Thompson - £740, Chq no. 100527. Signed by Cllr O’Donnell.

K Falkingham - £43.84, Chq no. 100528. Signed by Cllr O’Donnell.

K Falkingham - £78, Chq no. 100529. Signed by Cllr O’Donnell.

Alison Spencer - £15, Chq no. 100530. Signed by Cllr O’Donnell.

Seaways - £15, Chq no. 100531. Signed by Cllr O’Donnell.

The following cheques were voided as they had previously been signed by a councillor who has since resigned;

Sue Halfpenny - £10, Chq no. 100519.

Catherine Laura Waites - £35.10, Chq no. 100520.

Alison Spencer - £15, Chq no. 100521.

Seaways - £15, Chq no. 100522.

St Mary’s Church - £125, Chq no. 100523

**120716.011 Play area update**

This was deferred to next meeting. ACTION: Clerk to agenda this.

**120716.012 Confirmation of next meeting dates**

The next meeting is to be held Tuesday 6th September.

There being no further business, the meeting closed at 21:15 hrs.

Signed as a true and correct record,

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