**Minutes of the Parish Council Meeting held on Thursday 29th September 2022 at 19:30 at ABN.**

Present: Cllrs Hemesley, Hynes, Falkingham and Parker.

The meeting was chaired by Cllr Hemesley and assisted by the clerk.

**OPEN FORUM**

Nothing was discussed here.

Meeting started at 19:32 hrs.

**PARISH COUNCIL MEETING**

1. WELCOME AND APOLOGIES

Cllrs Wormald and Hoggard had sent their apologies prior to the meeting.

1. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

None.

1. WARD CLLR REPORT

None was given as Ward Cllr Hammond was absent from the meeting.

1. MINUTES FROM PREVIOUS MEETING

It was agreed that these were a true and accurate record and signed by Cllr Hemesley.

1. MATTERS ARISING

**Adding signatories to the Barclays account**

There was no update on this as the messaging service is still out of action on Barclays. ACTION: Clerk to keep this as an outstanding action until she has an update. The clerk asked for this to be discussed further under the relevant agenda item.

**Bus shelter**

ACTION: Cllr Hemesley to post a call for volunteers on Fb to paint the bus shelter.

**Plant Exchange Cart on Village Green**

Cllr Hemesley has now advertised the cart on the fb page.

**Village Action Day**

This was a discussed and agreed that the area is in a good state at present. It will be monitored, and an action day will be organised when necessary.

**Red Telephone Box**

The clerk has purchased the kit and asked when the work will be carried out. It was agreed that it will have to be done when the weather warms up. ACTION: Keep item on a as a rolling item until 2023.

**Painting of the Beacon**

ACTION: Keep on as a rolling item until 2023.

**Clerk Review of Contract**

The clerk’s contract will be revised upon the outcome of agenda item no. 8.

1. ACCOUNTS

The clerk had circulated to Cllrs prior to the meeting, invoices, the bank statement, bank reconciliation and schedule of payments.

The following payments were made outside of the meeting as they had had prior approval:

September 7th

X2 Connect , £164.40 (BT telephone box paint kit)

September 21st

Samantha O’Connor – (clerks’ salary for August)

Samantha O’Connor - £24 (work from home allowance)

The schedules of payments and invoices were signed by Cllrs Hemsley and Hynes.

The bank statements and accounts spreadsheet were signed by Cllrs Hynes.

A brief discussion was held about work needed on the jetty and it was agreed that a bag of post-crete could be purchased for the jetty post.

1. PLANNING APPLICATIONS

22/02649/PLF Conversion of existing outbuilding/ bake house to form ancillary living accommodation. Location: Edmonds Farm, Back Street, YO25 9RT. The clerk had sent this prior to the meeting to ask if an extension was required due to the deadline. There were no objections to the application, so no comments were made by the PC.

22/02290/PLF Construction of new vehicular access and installation of sliding gate to front. Location: Fairfield, Main Street, YO25 9RS. The clerk had sent this prior to the meeting to ask if an extension was required due to the deadline. There were no objections to the application, so no comments were made by the PC.

1. DUAL AUTHORISATION ON BARCLAYS

The clerk had informed the PC that a more efficient way to carry out the accounts would be to remove the dual authorisation process. After speaking to ERNLLCA and reviewing the PCs Financial Regulations, this is something that the clerk should have sole control over. Cllrs raised concerns that this would not show prudence with transactions. The clerk noted that as there is only one Cllr who carries out the authorisations, it is very restrictive and in the case of salary payments as well as other pre-approved payments, it is not always an instant payment. It was agreed by Cllrs to keep dual authorisation. ACTION: Clerk to obtain mandate forms from Barclays to add additional Cllrs to the authorisation process.

The clerk suggested that in terms of consumables such as printer paper, etc, that the PC grant her the authority to purchase these without the need for approval up to the amount stated in the FRs, with reimbursement to be made as soon as the purchase is complete. All were happy with this.

The clerk suggested that she would put her salary payment onto Barclays on the 1st of each month, giving Cllr Hynes plenty of time to authorise before her agreed pay date. All were happy with this.

1. NEWSLETTER

The clerk has now received the draft from Cllr Wormald. Cllr Hynes to send the clerk the finished document for her to proof-read before printing next week. ACTION: Clerk to organise the distribution of the newsletter, week commencing 3rd October.

1. APPROVAL OF CLERKS APRAISAL POLICY

Cllr Hynes had produced a document prior to the meeting. All were happy for this to be adopted. It was agreed that the clerks first appraisal will be held in November followed by a salary review. This will be done annually.

It was agreed that the Chair and one other Cllr take part in the appraisal with the clerk completing the document prior to the meeting.

Cllr Hynes noted that the clerk should receive her pay on a set date each month. It was agreed that the 15th be the date. ACTION: Clerk to amend the contract to reflect this.

The clerk had asked the PC to consider her carrying out her ‘Introduction to Local Council Administration’ (ILCA) certification with a goal to obtaining her ‘Certificate in Local Council Administration’ (CiLCA) accreditation. The clerk suggested that the costs be split between all her three Parish Councils. All agreed that if the other PCs were agreeable to this that the clerk could register for the course.

1. COMMMUNITY ISSUES

A resident has approached Cllr Hynes about the goal posts on the green. He has witnessed young children climbing and walking along the top of them. A discussion was held, and it was agreed that the goal posts do not belong to the Parish Council and that they have been erected on common land. The Parish Council cannot accept responsibility for these.

Cllr Hemesley reported that the pub lease is now up for sale.

1. CORRESPONDENCE

The clerk asked the PC if they would like to purchase a ‘Tommy’ figure for Remembrance Day. A discussion was held, and it was agreed that due to its on-going maintenance that it would not be suitable.

The clerk asked the PCs if they would consider purchasing some self-watering planters for the village. A discussion was held, and it was agreed that the clerk could investigate the costings for one by the telephone box and one near Seaways. ACTION: Clerk to bring back costings to the next meeting.

1. DATE OF NEXT MEETING

19th October 7.30pm at ABN

There being no further business, the meeting closed at 20:45 hrs.

Signed as a true and correct record \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_