**PARISH COUNCIL OF FRIDAYTHORPE**

**Minutes of a Meeting of the Parish Council held Tuesday 8th November 2016 at 19:30 hrs at ABN.**

The meeting was chaired by Councillor O’Donnell and assisted by the clerk.

Present: Cllrs O’Donnell, Dunwell, Hemesley and Falkingham.

**Meeting started at 19:30 hrs**

**OPEN FORUM**

There was no open forum and there were no members of the public in attendance.

* + - 1. **Welcome and Apologies** – None.
      2. **Declarations of Interest** – None.

At this point Councillor O’Donnell addressed the parish council regarding his letter of resignation that he had sent prior to the meeting. He asked the councillors if they wished him to chair this meeting and have his resignation come into effect at close of the meeting. All councillors were in agreement that for the purposes of this meeting that he remain chair until the close of meeting.

* + - 1. **Minutes of Previous Meeting** – Signed as a true and accurate record
      2. **Matters Arising**

Councillor O’Donnell tried to order the replacement pads for the defibrillator but was informed that the company no longer stock these. The clerk sought further guidance from ERNLLCA as to whose responsibility the defibrillator is in terms of servicing it. As the parish council purchased the machine, it is the parish councils responsibility. ERNLLCA suggested contacting the local ambulance service in regards to carrying out a service. ACTION: Cllr Dunwell to look through council paperwork to find the service level agreement received when the defibrillator was purchased in 2013.

The clerk contacted ERNLLCA regarding the legalities of a memorial bench being placed in the village. They have advised that this can be done if the parish council and the residents who want the bench installed come to an agreement as to who maintains it. It was established that the bench is to be placed on land that the parish council do not own and is in fact classed as common land. The clerk advised the parish council that as it is not on parish council owned land that they do not have the authority to either agree to this or to refuse it. The only stance the parish council can take is to respond to the resident stating that the parish council has no objections to this. It was agreed that this information be taken back to the resident. ACTION: Cllr Falkingham to speak to the resident who originally requested this and let them know the outcome of the meeting. Cllr Dunwell suggested that the parish council seek legal advice about how common land is used within the parish and who is responsible for it. The clerk suggested that the first port of call for advice should be from ERNLLCA. ACTION: Cllr Hemesley to contact ERNLLCA and seek further advice about this.

The clerk contacted Fridaythorpe PCC to see who the cheque that was requested at the previous meeting be made payable to. The clerk has since received the information and has sent the payment.

Cllr O’Donnell has given the contact details of the person to arrange future parish council meetings for at ABN. The information is in the parish council inbox. ACTION: Clerk to organise future meetings at ABN.

The clerk has not drawn up a list of meeting dates as yet for the notice boards. ACTION: Clerk to post this information on the notice boards and on the website.

The clerk contacted ERNLLCA regarding the percentage that can be claimed back by the clerk for home telephone line, internet, lighting, heating and electricity. As yet the clerk has not had a response. The clerk suggested that this section be removed from the contract as the weekly hours worked by the clerk are so minimal that it would be negligible to claim any expenses relating to this. Any other expenses incurred by the clerk such as travel or office consumables can be agreed by the parish council on an ad hoc basis. ACTION: Clerk to remove this section from the contract.

The clerk has not located the insurance policy to see if the parish council are covered for injury or assault at work. All the parish council paperwork is being moved over to Cllr Dunwell’s house at present. ACTION: Cllr Dunwell to look through historical paperwork to locate the insurance policy.

The clerk looked into the pensions staging date for Fridaythorpe parish council and learnt that registration details need to be given. Considering agenda item number 8, the clerk asked the parish council if they wanted her to register in the first instance and then pass on this information when it comes through. All were in agreement that this was the way forward. ACTION: Clerk to register with the Pensions Regulator. Cllr O’Donnell suggested getting a PO Box address for the parish council for any future correspondence to be collected. ACTION: Clerk to agenda this item for the next meeting. ACTION: Cllr Hemesley to research this.

The clerk has not amended the clerk contract prior to this meeting due to a couple of issues that have now been discussed. ACTION: Upon receiving the insurance information, the clerk needs to amend the contract.

The clerk has not designed a leaflet for the play area as the total money needed to be raised has not be decided. All were in agreement given the current state of the parish council that this topic should be put on hold for now.

Cllr O’Donnell has contacted Barclays and confirmed that they have all the necessary information for the new signatories. ACTION: Clerk to post the mandate change form.

The clerk could not locate a blank newsletter template so has not started producing one. There was no news to report and all were in agreement given the late time of year that this topic be put on hold. Cllr Hemesley said that although the newsletter should be produced in the future as it is beneficial to the village, given the resource available at present, we should publish individual stories via the Facebook page, rather than wait for a full newsletter to be produced. It was also decided that individual stories should be published via a leaflet in the shop / petrol station.

The parish clerk received (in the meeting) the previous address registered with HMRC gateway so that she can close the PAYE account to avoid fines next year. ACTION: Clerk to contact HMRC to close redundant account.

Cllr O’Donnell has requested via Facebook, volunteers for the Festive Fridaythorpe event and has had some replies so far. Cllr O’Donnell has written to ABN asking them to help with the costs of the event but is awaiting a response. Cllr Hemesley suggested that the parish council guarantee that they will put £500 to cover the event in case ABN do not volunteer. Cllr Hemesley informed the parish council that Festive Fridaythorpe will be on the 17th December and will start as a carol service in the church, followed by a visit from Santa. In terms of food and drink at the event, Cllr O’Donnell mentioned that last year there was an issue with licensing at the event. Cllr Falkingham has spoken to Ward Cllr Burton who has stated that there are no such licensing restrictions as the parish council are not selling alcohol. Cllr O’Donnell sated that he looked into getting a food stand last year but the cost was prohibitive. Cllr O’Donnell advised the parish council that he has a flyer that will go out to all households in the village asking them for the age and gender of the child that will be attending, so that presents can be bought. Cllr Hemesley volunteered to lead with the event.

Cllr O’Donnell advertised the church services on the parish council website and the clerk has posted the services on the notice boards. The clerk tried to upload the document to the website but at present there is a technical fault with the website.

* + - 1. **Accounts**

Payments were made for the following:

PKF Littlejohn LLP - £72, Chq no. 100541. Signed by Cllr O’Donnell.

Samantha O’Connor - £175.80, Chq no. 100542. Signed by Cllr O’Donnell.

* + - 1. **Planning Applications**

16/03476/PLF Change of use of disused butcher shop to additional living accommodation for Edmonds farm. Location: Jeff Boocock and son, Edmonds farms, Back street, Fridaythorpe, YO25 9RT. Cllr Falkingham informed the parish council that the land had been sold subject to planning permission. Cllr Hemesley noted that it was a shame that the business would not be retained but had no objections to the application. All were in agreement that the parish council held no objections.

16/03495/PLF Removal of hips to roof forming 2 new gables, two dormers in roof to rear and new porch to front. Location: Glebe Bungalow, York road, Fridaythorpe, YO25 9RP. No objections were raised by any of the parish councillors.

* + - 1. **Clerks Resignation**

The clerk had previously sent her resignation via email to the parish council. The clerk explained that she had posted the vacancy on the notice boards as well as on the website. Cllr Hemesley and Cllr Falkingham thanked the clerk for her work with the Annual Return. Cllr Dunwell asked if the clerk might re-consider staying on, the clerk advised that she would consider staying until they find a new clerk.

* + - 1. **Future Clerks Contract**

The clerk advised that she would amend the contract as required and as discussed in the Matters Arising section.

* + - 1. **Correspondence**

Cllr O’Donnell discussed his resignation with the parish council. Cllr Falkingham thanked Cllr O’Donnell for his hard work to date and for stepping in as temporary chair. The clerk then addressed the parish council and asked that they vote on casting a temporary chair. Cllr Falkingham proposed Cllr Hemesley be chair and Cllr Dunwell seconded this. All were in agreement that Cllr Hemesley will act as chair temporarily. ACTION: Clerk to seek advice from the electoral department at ERYC as to how an official chair be nominated.

The clerk brought to the attention of the parish council a new scheme offered by ERYC for villages to hire out speed equipment. The parish council discussed the speed survey that was carried out last year and how the findings from that were that the average speed of cars was close to the 30mph limit already in place. Cllr Dunwell voiced that there is a problem with speeding in the village. Cllr Hemesley commented that the hiring of the equipment might just be repeating the survey carried out last year. ACTION: Clerk to ask for further information as to what exactly the speeding equipment captures.

The clerk has had an email from a member of the public asking if there are any future plans for another World Flat Cap Throwing Championship in the village. The parish council informed the clerk that there are no current plans. Cllr Hemesley suggested that if a Summer fete is organised in future that it might be something that is looked into. ACTION: Clerk to respond accordingly.

The clerk received a proposal from BT to remove payphones in the East Riding area. The clerk asked the parish council what their stance was on this. They responded that they had previously had this request and it was decided that due to the remote location of the village that they would want to keep the phone box and payphone. ACTION: Clerk to contact ERYC to see if there are any plans to remove the phone box and payphone.

* + - 1. **Community Issues** – None.
      2. **Date of Next Meeting** – The parish council agreed that there should be an extra meeting before the usual one in January 2017 to discuss the Festive Fridaythorpe event. This was scheduled for 29th November.

There being no further business, the meeting closed at 21:10 hrs.

Signed as a true and correct record,

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