**PARISH COUNCIL OF FRIDAYTHORPE**

**Minutes of a Meeting of the Parish Council held Tuesday 10th January 2017 at 19:30 hrs at ABN.**

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

Present: Cllrs Hemesley, Dunwell and Falkingham. One member of the public was in attendance (Peter Williams).

**OPEN FORUM**

The clerk had received an enquiry prior to the meeting about filling the clerk position. A Mr Peter Williams attended the meeting upon the clerk’s request and brought his CV. The councillors looked though this and discussed his administrative experience. Peter Williams was asked to leave the meeting while the council came to a decision. Peter Williams was called back in by the clerk and Cllr Hemesley explained that the council were offering him the role if he accepted. Cllr Hemesley voiced his concerns regarding his lack of Parish Council knowledge but the clerk advised that there are courses run by ERNLLCA that will cover this. The clerk also advised that she would compile a handbook to assist the new clerk in their duties.

For the purpose of the meeting, the current clerk remained in her role and advised she will do so until a handover is complete.

Meeting started at 19:41 hrs

* + - 1. **Welcome and Apologies** – None.
      2. **Declarations of Interest** – None.
      3. **Minutes of Previous Meeting** – Signed as a true and accurate record
      4. **Matters Arising**

Cllr Dunwell has weeded the parish council paperwork and has not yet found any Service Level Agreement in regards to the defibrillator. Cllr Hemesley has been trying to contact someone from the ambulance service to obtain advice on this. ACTION: Cllr Hemesley to obtain advice from the ambulance service for the next meeting.

Cllr Falkingham has not yet informed the resident who wished to place the memorial bench in the village, of the parish council’s decision. ACTION: Cllr Falkingham to let the resident know the outcome.

Cllr Hemesley has spoken to a member of the village who has informed him that Fridaythorpe Parish council were awarded guardianship of the common land in the village. As yet, Cllr Hemesley has not found any paperwork evidencing this. Cllr Hemesley is to contact ERNLLCA to ask where to find out the village land ownership. ACTION: Cllr Hemesley to find out ownership of the land in question before next meeting.

The clerk has compiled a list of meeting dates for 2017 and will be placing this on the notice board.

The clerk has removed the section in the clerk’s employment contract in relation to office consumables such as electricity, lighting, etc.

Cllr Dunwell has not located the parish council insurance policy. The clerk advised that upon payment of the insurance renewal, new policy documents would be sent.

The clerk has enrolled with the Pensions Regulator and is awaiting a staging date.

The clerk previously agreed to remain as clerk until a new person was employed, therefore obtaining a PO box for all parish council correspondence was not needed.

The clerk needs to amend the employment contract upon receipt of the insurance documents. ACTION: Clerk to amend contract in relation to serious injury or assault as work.

The Barclays mandate change form has been returned and requires a further signature. Cllr Dunwell signed the paperwork in the meeting. ACTION: Clerk to send this back to Barclays.

The clerk has written a letter to HMRC stating that the current PAYE account they hold for the Fridaythorpe clerk is no longer active. The previous clerk’s address was supplied in order that this be closed. ACTION: Clerk to chase that this has been done before the end of year submissions.

The clerk confirmed with ERYC electoral services how a new Chair be elected. This was prior to Cllr Hemesley being elected at the last meeting and therefore resolved.

The clerk has not found out further information on the speeding equipment for possible hire in the village. ACTION: Clerk to find this out for next meeting.

The clerk responded to the member of the public who asked about the Flat Cap Throwing Competition.

The clerk asked ERYC if there were any plans from BT to remove the actual payphone from the red telephone box. Currently she is awaiting a response. ACTION: Clerk to chase a response for the next meeting.

* + - 1. **Accounts**

Both bank statements were signed by Cllr Hemesley. There were no payments made.

* + - 1. **Notice board**

The clerk informed the parish council that she has stopped using the notice board opposite the garage due the condition of it. One of the sides now will not open and the handle came off the other side when last tried. Cllr Hemesley asked Cllr Falkingham to obtain three quotes for getting the new notice board erected in its place. ACTION: Cllr Falkingham to get quotes for the notice board for the next meeting.

* + - 1. **Festive Fridaythorpe: Review**

Cllr Hemesley informed the parish council that he has not received any feedback as yet on the event. The clerk commented that there had been one email of thanks from a resident of the village.

The sleigh that the parish council now own is currently being stored at Cllr Hemesley’s house but he has requested that this be moved elsewhere for long term storage. ACTION: Cllr Falkingham to source a potential storage solution for this.

Cllr Hemesley noted that he potentially had sponsorship for this year’s event.

* + - 1. **Facebook and Social Media**

Cllr Hemesley asked Cllr Dunwell for an update on the current status of the parish council social media. Cllr Dunwell has recently removed historic posts on Facebook and advised that Facebook is used more than Twitter. No posts have been put on Twitter for many months. Cllr Hemesley asked what the parish council are trying to achieve with the social media side. Cllr Dunwell responded by stating that it is a good way of keeping the villagers up to date on parish council and local issues as many people have access to social media. Social media is instantaneous so is good to use to get messages out about snow updates, road closures, etc. Cllr Dunwell suggested that the new clerk take over joint responsibility of managing the parish council social media platforms.

The clerk clarified that the parish council web site is updated regularly with all minutes and agendas. In addition, the assets register, audit and accounts are all up to date. This responsibility should lie with the clerk.

* + - 1. **Recruitment of Councillors**

Cllr Hemesley stated that the parish council need to be active in recruiting new councillors as currently there are only three councillors. Cllr Hemesley requested that ‘Co-option of councillors’ be a standing agenda item. The clerk explained that prior to a councillor being co-opted the candidate needs to complete two ERYC forms before officially being co-opted at another meeting. Cllr Dunwell stated that there are four current vacancies. ACTION: Clerk to check with ERYC electoral services whether the standing agenda item can happen.

* + - 1. **Precept**

The clerk produced a spreadsheet of parish council spending so far in 2016/17 to indicate to the parish council the areas where the precept is being spent. The clerk had broken down the spending into potential budget areas. The clerk advised the parish council of the large surplus of funds they have in the bank accounts and the current spending has led her to the recommendation that the precept be lowered to £3000. Given the large spend in the grass cutting, the clerk advised that going forward the parish council agree that the grass is cut only a certain amount of times a year. All grass cuts should be authorised by the parish council prior to them being carried out. The clerk advised that this is in line with the transparency code that all parish councils have to adhere to. ACTION: Clerk to agenda grass-cutting for the next meeting.

Cllr Dunwell voiced her concern that if the parish council lower the precept then it may be difficult to raise it again if needed as the parish council have experienced this issue before and it did cause upset amongst some villagers. However, Cllr Dunwell did agree with the clerk that as the parish council has a large surplus of funds it would seem logical to reduce the precept.  Cllr Dunwell suggested if the precept were to remain the same then the parish council should discuss budgets at the next meeting so that the money can be allocated to specific work and projects. The clerk advised that as long as there is justification for the raise, there should be no issue. All parish councillors were in agreement to keep the precept at £4500. The form was signed accordingly. ACTION: Clerk to agenda budget headings for the next meeting.

Cllr Hemesley suggested that each councillor could take on a project that would use up the funds the parish council currently have. Cllr Dunwell suggested putting a post on Facebook asking residents what they would like to see happen in the village. ACTION: Cllr Dunwell to post request on Fb.

* + - 1. **Correspondence**

The clerk informed the parish council that the insurance renewal payment is now due. She had previously explained to Came and Company that the next meeting would be after the renewal date. They responded stating that they would wait for payment until the end of January. The clerk advised that given that the parish council have no one to currently sign cheques, that she should explain this to the insurance company and see what they advise. ACTION: Clerk to email Came and Company giving them the parish councils current situation.

The clerk has received a request for more dog waste bags to be ordered for the dispenser by the pond. Given the lack of signatories, the clerk has asked that this request is kept until such a time payment can be made. ACTION: Clerk to order dog waste bags when the signatories are in place.

Cllr Hemesley suggested that once the signatures are sorted, an extraordinary meeting will need to be called to sign off any outstanding payments.

* + - 1. **Community Issues**

Cllr Falkingham informed the parish council that the garden area either side of the bus shelter needs weeding. Cllr Hemesley advised the councillors that Alison Spencer has offer to donate some stone chippings for the area. Cllr Falkingham explained that the parish council have paid to have this cleared before. Cllr Hemesley suggested that the village holds a Village Action Day to help clear this area. Cllr Falkingham insisted that the area needs weeding imminently and cannot wait until Spring. Cllr Falkingham is going to look at clearing this. ACTION: Put ‘Village Action Day’ on the agenda for the next meeting.

Cllr Hemesley welcomed Peter Williams as the new clerk and thanked Samantha O’Connor for all her hard work since joining.

* + - 1. **Date of next Meeting –** 14th March 2017.

There being no further business, the meeting closed at 20:58 hrs.

Signed as a true and correct record,

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