**PARISH COUNCIL OF FRIDAYTHORPE (FPC)**

**Minutes of a Meeting of the Parish Council held Tuesday 9th January 2017 at 19:30 hrs at ABN Fridaythorpe**

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

Present: Cllrs Hemesley, Dunwell and Falkingham.

OPEN FORUM

There was nothing discussed here as there was no ward councillor present.

Meeting started at 19:34 hrs

* + - 1. **Welcome and Apologies** – Councillor Hemesley opened the meeting. All were present.
			2. **Declarations of Interest** – None.
			3. **Minutes of Previous Meeting –** Signed as a true and accurate record by the Chair.
			4. **Matters Arising**

**Banking Situation**

Bank statements are still not going to the correct postal address and the clerk informed the PC that she has not received an updated one since August 2017. The clerk has asked that a signatory phone Barclays to see what has happened to the statements. ACTION: Cllr Hemesley to phone Barclays.

**Notice Board**

The clerk asked if the lock had been fixed on the new noticeboard. No one could confirm if it had been repaired. The clerk advised that she would not post anything on the board until this has been sorted. Cllr Falkingham volunteered to look at the noticeboard and progress this.

**Dog waste Bags**

The clerk has ordered two boxes of dog waste bags and is waiting their delivery. J McGreggor is happy to fill the dispenser once they arrive.

**Precept 2018**

The clerk has published the PC expenditure for 2016/17 on the web site. The clerk asked that at the next meeting, the PC look at expenditure to-date to assign budgets to the new headings, this can then be entered onto the spreadsheet.

The clerk has sent the completed precept form back to ERYC.

**Finance**

The clerk has sent the cheque to Came and Company and has received the insurance documents as confirmation of valid insurance.

The clerk provided the Cllrs with the most up-to-date figures of the bank accounts, those being the community a/c at £3154.45 and the business a/c at £9227.52. There are several cheques to go out of the community a/c so taking these into consideration the balance would be £2300.43.

The clerk advised the PC that they should transfer all funds from the business a/c into the community a/c as this is the account where cheques are cashed from. All were in agreement that the PC would leave £100 in the business account and transfer the remaining funds. ACTION: Cllr Hemesley to arrange funds transfer.

**Freedom of Information Request**

The clerk has responded to the FOI as required.

**Correspondence**

The clerk has responded to the email from ERYC relating to name banks.

The clerk has found an old Emergency Plan for FPC and has brought it to the meeting. The clerk noted that it was a basic plan with no specific details, such as meeting places, etc. and that the list of contacts also needing updating. The clerk will bring an updated version of the EP to the next meeting. ACTION: Clerk to produce EP.

ERYC confirmed with the clerk that there was no Transport Champion listed for Fridaythorpe. The clerk brought in the form for the nominated Cllr to complete. Cllr Dunwell volunteered to take up the role, all were in agreement. The clerk will send the form back to ERYC.

The deadline for the Transparency Code Grant Application is the 12th February. The clerk asked the Cllrs if they required a grant for a computer and a scanner, all were in agreement that these funds would be good to have if at a later date the PC might need to purchase these items. ACTION: Clerk to complete the application by the end of January and send this back to ERNLLCA.

Memorial Bench - Cllr Falkingham updated the PC stating that he had heard nothing else from the residents. The clerk asked if this could be filed for now, all Cllrs were in agreement that it could be.

* + - 1. **Accounts**

There were no bank statements received so none were signed.

The clerk advised that the cheque for Emma Fletcher had been returned by the bank so a new cheque was issued and included with the following payments;

Emma Fletcher - £168, chq no. 100558

Sam O’Connor - £69.30, chq no. 100559

Tom Hemesley - £324.43, chq no. 100560

All cheques were signed by Cllr Dunwell and Cllr Falkingham.

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

Cllr Hemsley reported that four children were missed from Santa’s list. All were in agreement that given the various methods of responding that it was hard to keep track of all responses. Moving forward Cllr Hemesley advised that this year, there will be one method of responding by leaving the completed form at the petrol station. With the exception of this incident, Cllr Hemsley feels that the event went very well and with the donation of £300 from ABN, the event only cost the PC £24.43.

The sleigh is being stored this year and Cllr Falkingham is supplying a tarpaulin to store it under.

Cllr Hemesley wanted to thank all those who were involved including those who made food for the event and those who helped out in other ways.

* + - 1. **Update Asset Register**

Cllr Hemesley advised that the gritter needs to be removed from the register as it had previously been left out in the elements and is now broken. Cllr Dunwell asked if the PC needed to replace it. Cllr Falkingham noted that the last time it was used was 2011. Cllr Hemesley advised that if it was to be replaced it would need to be of better quality and one that can be attached for towing, this would cost a considerable amount of money. It was agreed that no budget should be set aside for this but that it would be worth keeping an eye on local agricultural markets to get future costings. The clerk will remove this from the register.

The clerk asked about the megaphone listed and was advised to ask the previous Chair where this is situated.

It was decided to add the village green slope as an asset as this piece of land belongs to the council. No value was assigned to this as none is known.

The old notice board opposite the garage was still listed so it was agreed to remove this.

The clerk asked what the purchase cost was of the defibrillator as no cost is currently assigned to this. Cllr Hemesley suggested assigning £2000, all were in agreement.

The clerk again advised the PC that the register should not have a 5% increase yearly on assets as this is not the practice of a parish council, on advice from ERNLLCA. The costs should remain each year at the original cost of purchase. The clerk will amend the register accordingly.

As the asset register was amended, the clerk advised that she would contact Came and Company with the list of amended assets. ACTION: Clerk to contact Came and Company and publish the amended register on the PC web site

* + - 1. **Speed Humps**

The clerk advised that the correspondence received was in relation to the installation of a zebra crossing and not speed humps. A parishioner has contacted the PC asking about the possibility of installing a zebra crossing outside the petrol station. Cllr Dunwell commented that this had previously been discussed and that the PC had been advised that zebra crossings cannot be placed on A roads. Given that there is a pedestrian crossing in Stamford Bridge on an A road, Cllr Dunwell offered to enquire again about this. ACTION: Cllr Dunwell to bring progress of this to the next meeting.

Cllr Hemsley commented that possible objections to this may be to the build-up of traffic and the potential noise and light pollution to the houses opposite.

* + - 1. **Newsletter**

Cllr Hemsley asked the Cllrs if they felt the PC needed a newsletter. Cllr Hemesley noted that when he delivered the Festive Fridaythorpe forms, there was a positive response to this as some parishioners thought it was a newsletter.

Cllr Dunwell feels that it is a good way of keeping villagers updated with what’s going on the village. Cllr Falkingham also feels it would be a good thing to have and asked if it will be a monthly publication. Cllr Hemsley suggested having it as a quarterly publication, all were in agreement that this was sufficient.

Cllr Falkingham suggested having a ‘days gone by’ section as he has book detailing historical events and information that he could use.

Cllr Hemsley asked all Cllrs to bring something to the next meeting in terms of ideas and content. The clerk offered to design the template for this. ACTION: Clerk to design template and circulate before the next meeting.

It was agreed that there should be a section on each of the following; Chairs briefing, Speeding, Parking and Festive Fridaythorpe. Cllr Hemesley asked Cllr Falkingham to organise another village action day so that details of this can also be published. ACTION: Cllr Falkingham to progress the village action day. Cllr Dunwell suggested having a vacancy section asking for villagers to join the PC.

* + - 1. **AGM 2018**

The clerk advised the PC that she had spoken to ERNLLCA about the absence of this last year and was advised that normal practice should resume this year in April 2018. The clerk will send copies of other parishes AGM and APM so that the Cllr can see the format of these.

* + - 1. **Priorities 2018**

Cllr Hemsley suggested that this be discussed in the APM so this will be deferred until then.

* + - 1. **Community Issues**

None were noted.

* + - 1. **Correspondence**

The clerk has received correspondence from ERYC regarding the update of the PC emergency plan. This was discussed earlier in the meeting. It was agreed that this should be discussed in more depth at the next meeting. ACTION: Clerk to agenda EP for the next meeting.

* + - 1. **Date of Next Meeting**

Tuesday 20th February at 19.30 at ABN

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

Signed as a true and correct record,

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