**PARISH COUNCIL OF FRIDAYTHORPE (FPC)**

**Minutes of a Meeting of the Parish Council held Wednesday 13th December 2017 at 19:30 hrs at ABN Fridaythorpe**

The meeting was chaired by Councillor Hemesley.

Present: Cllrs Hemesley, Dunwell and Falkingham and one member of the public were in attendance.

OPEN FORUM

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

Meeting started at 19:40 hrs

* + - 1. **Welcome and Apologies** – Councillor Hemesley opened the meeting. All were present.
      2. **Declarations of Interest** – None.

The member of public was asked to leave the room here as the new clerk position was discussed alongside agenda item number 4.

* + - 1. **Appointment of new clerk**

Cllr. Hemesley proposed the appointment of Samantha O’Connor as the new Clerk. This was seconded by Cllr. Dunwell, and passed unanimously.

* + - 1. **Clerks Salary**

Cllr. Hemesley proposed that the salary of the Clerk should be increased to £9.68 per hour. This reflects the experience and ability of the new clerk, and is equal to the salary paid by other Parish Councils in the area. It was noted that if the current Clerk leaves the role then this should be reviewed again.

This was seconded by Cllr. Dunwell and passed unanimously.

At 19:50 hrsthe member of the public was invited back into the room and was offered the role of clerk on the hourly rate of £9.68 to reflect her knowledge and skills. From this point, the new clerk took the minutes.

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

**Defibrillator**

Cllr. Hemesley arranged a training session with Yorkshire Ambulance on the use of the defibrillator and this has since been held.

**Banking Situation**

Bank Statements are still not going to the correct postal address

Cllr. Hemesley said he would contact Barclays to confirm where the statements are going to. The clerk noted that she was still receiving these at her address. Cllr Hemesley and Dunwell both stated that they had already signed a mandate for the statement address to be changed to Cllr Hemesley. To-date these changes have not been actioned by Barclays. Given that the new clerk still receives these, there is no need to chase changing the address.

**Notice Boards**

Cllr. Falkingham reported that the new frame for the board has been completed but there is a problem with the lock, the clerk confirmed that she could not lock the door when she tried recently. The clerk asked if the noticeboard could be used as there is currently string around it. Cllr Hemesley confirmed that the string can now be removed as this was a temporary solution to the door swinging open.

**Annual Return**

To be discussed later in the meeting

**Web site**

The clerk has repaired the broken links on the web site as there was some duplication of pages that had not been linked. She has checked the web site and all links are now working. The ownership of the web site has not been transferred back to the clerk.

**Village Events**

See agenda item later in meeting

**Dog waste Bags**

Cllr. Dunwell to spoke to J. McGreggor ref: Process for ordering and was told that the previous clerk purchased these and gave them to him to put in the dispenser. ACTION: Clerk to ask James for the details of the company to order these and then purchase them on behalf of the PC.

**Speeding**

Cllr. Dunwell has no update on this matter. Cllr Hemsley noted that there was an incident of speeding in April by a National Express bus. He tweeted National Express reporting this and they responded quickly stating that each coach has a tracker so they will locate the driver and discuss this with them.

**Clerk Vacancy**

This role has now been filled.

**Parking and Bins on Mere Grange**

Cllr Falkingham has had no further correspondence on this matter.

* + - 1. **Precept 2018**

The clerk noted that the new budget headings were a too specific as there are budgets in there that will probably not be used such as training each year. She suggested reverting back to the old headings and explained that all details of expenditure, including details of payee, description of payment and amounts are all available on a separate detailed spreadsheet. This should be on the web site already in line with Transparency guidelines. ACTION: Clerk to publish expenditure for 2016/17 and change budget headings on finance spreadsheet.

Given the previous budget discussion, Cllr Hemsley proposed that the precept remain the same at £4500, Cllr Dunwell seconded this, all were in agreement. The clerk completed the form and signed this alongside Cllr Hemesley as required. ACTION: Clerk to send the form back before the 19th of January deadline.

* + - 1. **Finance**

The bank statements were signed by Cllr Hemesley.

Cheques were written for the following and signed by Cllr Hemesley and Dunwell;

M J Thompson, £185, Chq No. 100551.

Yorkshire Ambulance NHS Trust, £200, Chq No. 100552.

PKF Littlejohn, £72, Chq No. 100553.

Emma Fletcher, £168, Chq No. 100554.

Samantha O’Connor, £159.72, Chq No. 100555.

FPCC, £150, Chq No. 100556.

Came and Company, £330, Chq No. 100557.

The clerk asked the PC if they would like to renew with the insurance company for a fixed rate for a three-year term. Cllr Dunwell asked what the clerk recommended. The clerk stated that the insurance company have provided three quotes and as such act as the broker so suggested that they go with their fixed rate. All were in agreement that the renewal be set at a three-year term. ACTION: Clerk to notify the insurance company of the PCs decision and to send payment before the 1st January renewal deadline. Cllr Hemesley requested up-to-date figures of the bank accounts. ACTION: Clerk to provide these prior to the next meeting.

* + - 1. **Audit Report**

The clerk had previously been asked to check the AR as it had been sent back incomplete by the external auditors due to the period of public inspection dates. After liaising with the external auditors and revisiting the figures submitted, the clerk found that there were numerous incorrect figures submitted. PKF Littlejohns have since signed the AR off with a list of recommendations for next year. The full AR is available on the notice board and web site. PKF Littlejohns did not require the amended figures as the AR is now complete but advised that next year a cautionary note should be listed with the amended figures, explaining the variance. The clerk had chased the internal auditors report prior to the meeting and has since received this. The clerk updated the PC with her report where she has described the parish council as having ‘adequate systems in place to ensure that transactions are free from material misstatement and should be reported accurately in the Statement of Accounts’, the clerk disagreed with this statement due to the lack of financial tracking but has explained that as of next year if finance records are maintained correctly, this should not occur again.

* + - 1. **Freedom of Information Request**

The PC has received an FOI requesting any communication that the PC have from certain fracking companies since 2015. Cllr Dunwell has gone through the paper records and has found no such communications. ACTION: Clerk to respond accordingly.

* + - 1. **Festive Fridaythorpe**

Cllr Hemesley reported that there is now a complete sleigh for the event. ABN have confirmed that they will be donating £300 towards the event. All presents have been purchased and there will be an invoice submitted detailing the costs of the sleigh materials, mulled wine, presents and food. There should be 100 plus people in attendance including the children.

* + - 1. **Correspondence**

Three parishioners have approached Cllr Hemesley about the dangers of the pond when iced over after several incidents of children playing on it. One of the parishioners has enquired as to why the pond does not have a life ring. Cllr Dunwell noted that this had previously been asked and was researched. The life ring requires regular maintenance and testing in order for it to serve its purpose and as the pond isn’t owned by the parish council, it was determined that the liability for this should not fall on the PC. The parish council politely ask that parents remind their children of the dangers of playing on or near the pond especially in icy conditions.

The clerk advised that she has had correspondence from the Stamford Bridge parish clerk requesting support for a petition in favour of a bypass in Stamford Bridge. If any parishioner is interested in gathering signatures for the bypass, they can contact Colin Clarke directly on 01759 373045.

The clerk has received an email from ERYC requesting that Fridaythorpe PC put a list together for a name bank on future developments or streets. The clerk advised that unless there are any developments scheduled for Fridaythorpe then the PC need not compile a list. ACTION: Clerk to respond accordingly.

The clerk has gone through the PC inbox prior to the meeting and has asked for an update on the following;

PC Emergency Plan - Cllr Hemsley noted that there is not one. The clerk stated that the PC should have one so this will go on the next meeting’s agenda. ACTION: Clerk to formulate plan and bring to the next meeting.

Transport Champion for Fridaythorpe - The PC were unsure as to whether anyone had been nominated. ACTION: Clerk to check with ERYC to see if they have a name listed.

Transparency Code Grant Application - The PC responded that this had not been done. The clerk noted that the deadline may have passed now but that she will check and if not will apply for this on behalf of the PC. ACTION: Clerk to check with ERNLLCA as to the deadline.

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

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

Tuesday 9th January at 19.30 at ABN

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

Signed as a true and correct record,

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