

**ROXBY CUM RISBY PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON  
9 MAY 2018 AT 7.15 PM IN THE METHODIST SCHOOLROOM**

**37/18 PRESENT**

Parish Councillors: T Jackson (Chairman), C Hodge (Vice-Chair), P Farmery, R Lockwood, S Smaza, C Webster  
Parish Clerk: J Curtis

**38/18 APOLOGIES**

M Prior

**39/18 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

Proposals for the appointment of the Chairman were requested from councillors. Councillor T Jackson was nominated. Proposed by PF and seconded CW. There were no other proposals and all councillors agreed. Councillor T Jackson accepted and the Declaration of Acceptance of Office was duly signed and witnessed.

Proposals for the position of Vice Chairman were received for Councillor C Hodges. Proposed by PF and seconded by CW. There were no other proposals and all councillors agreed. Councillor C Hodges accepted.

There were no councillor positions for election.

**40/18 DECLARATION OF INTEREST**

No interests declared.

**41/18 TO RESOLVE MINUTES OF THE LAST MEETING**

RESOLVED: The minutes of the meeting held 14 March were accepted as a true record and signed by the Chairman.

Proposed: C Hodge

Seconded: P Farmery

**42/18 MATTERS ARISING NOT COVERED BY THE AGENDA**

None

**43/18 TO DISCUSS 2018 CENTENARY CELEBRATIONS**

CW said that they were still finalising plans but confirmed that he had spoken to the Royal British Legion and they knew that they would be visiting Roxby after Alkborough, Winterringham and Appleby. CW would speak to John Kemp to find out what time they would be in Roxby.

**44/18 COMMUNITY EMERGENCY PLANNING**

The chairman had looked at this and felt that in view of the new data protection regulations regarding holding people's personal data on record it would be difficult to formulate. He had spoken to ERNLLCA who confirmed that a number of smaller parishes had produced a one-sided sheet containing basic information and in case of an emergency would ring 999. Councillors discussed and decided that it would be sufficient to produce a notice telling residents to meet in a designated place such as St Mary's Church to await the arrival of the emergency services. TJ would organise.

**45/18 PARKING ON GRASS VERGES**

The situation was much the same.

**46/18 DOGFOULING**

CH said it had been getting it worse. There had been a lot more occurrences.

#### **47/18 VILLAGE IMAGE**

The extra copies of the Newsletter would be placed on the table in the entrance to the Methodist church.

#### **48/18 LANDFILL SITE**

CH had received three complaints in the last few days, however CW said it could possibly be the rape crops. TJ and CW had attended the recent liaison meeting and met James Harrison the new site manager. Since the previous meeting there had only been 3 complaints: one from Alkborough about smells, which was deemed not to be from the landfill site; one from Roxby in April of a rotten vegetable smell. A Biffa representative went to investigate the smell but it had gone. Also, a number of complaints about mud on the road and a suggestion to move the 30mph sign back, past the entrance to the landfill site on the A1077 because Biffa trucks were struggling to get out of the site.

Each week there were 9 trains taking in inert waste such as top soil into the site: one from Doncaster, 7 from Leeds/Manchester and one from London. Also 20 trucks a day containing skip hire rubbish, of which none would cause a smell. The only possibility of smells would be from gasses escaping.

Councillors had been invited again this year to a site visit at 3.00pm on 4 July following to the next liaison meeting. They were hoping to arrange for a train to be unloaded during the visit, however this was not guaranteed.

#### **49/18 PLAYING FIELD**

CW reported that the play surfacing had been cleaned. He also commented that all the metal work on the play equipment needed painting. MP had spoken about painting the play equipment at a previous meeting. TJ enquired about the duck. CW said they had not forgotten about it and it would be repaired.

#### **50/18 ROAD SURFACING**

TJ and CH had been to an NLC meeting and reported that the recent resurfacing which had failed would be redone at no extra expense to the council. Apparently, the problem had occurred because it had been laid in poor weather conditions. However, no dates had been offered for the work to begin.

Regarding the 30mph speed limit change on Brackenholmes Lane, NLC were working on the 50 mph limits at present. It would probably be September when the work would be done.

#### **51/18 VILLAGE HALL**

- i) RESOLUTION: Acquisition of Roxby Methodist Chapel
  - a. The Chairman read out a letter from the Methodist Church stating they had received a valuation of around £125 for Roxby Methodist Church and would be making appropriate steps to sell the building.
  - b. TJ had visited ERNLLCA and they had advised that on the day the parish council bought the building they should lease it to a trust who would then form a committee to run the building. Two reasons for this were the Trust could register as a charity and apply for grants. The Trust must consist of 9 members 5 parish councillors and 4 others preferably from the people who use the building. It was also suggested to include a Biffa representative.
  - c. The Clerk would speak to the insurers about an extension to the Parish Council's cover and whether it would be the parish council or the trustees that would insure the building. The clerk would also contact VANL about possible sources of finance and whether they had any standard documentation the use parish council could use.
  - d. The next step was for the Parish Council to get a valuation from the district valuer. TJ to arrange through NLC.

- e. Grants: £50K had been allocated from NLC (Item 31/18 (i) a. refers), £10K reserves in the Business money manager account. Need another £65K. Discussions took place about possible sources of funding including approaching local businesses; 'Awards for All Lottery'; National Lottery and, if necessary, applying for a loan from the Public Works Loan Board.
- f. Nothing further could be done until the Methodist Church confirmed the property was for sale.

RESOLVED: Councillors confirmed they would proceed with the purchase of the building as soon as it was placed on the market.

### **52/18 DATA PROTECTION**

Notice had been received from ERNLLCA that MPs accepted the Government amendment to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. The Parish Council would however still have to comply to all regulations commencing 25 May 2018. ACTION: CH resolved to read all the information received to understand what is required to comply with the new rules.

### **53/18 PLANNING APPLICATIONS**

PA/2018/796: Application to fell a willow tree known identified as T13 in and subject to Tree Preservation (Roxby) Order 1975, The Linhay, Old Barn Lane, Roxby, DN15 0DJ  
 TJ suggested obtaining the Tree Officer's opinion before adding the Parish Council's response on the NLC website by the deadline of 24 May 2018.

### **54/18 CORRESPONDENCE**

ERNLLCA had forwarded an email from NALC containing a link to complete a survey regarding planning bodies and building control. After consideration councillors elected not to respond.

### **55/18 REPORTS**

#### **i) Clerk**

Risk assessments. The internal auditor had suggested that it would be prudent to carry out risk assessments when inspecting the playground and bus shelter and winding the clock. CH suggested producing a checklist with tick boxes, which could easily be completed with the dates of each visit.

ACTION: CH and PF were delegated to produce the checklists.

#### **ii) Parish Councillors**

SS would attend the NATS meeting on 23 May 2018.

### **56/18 FINANCE REPORT**

#### **i) Consider the accounting statements:**

A. The internal audit for 2017-18 had been carried out. The auditor approved and signed off the audit with the following recommendations:

- a. Policies should be reviewed annually – minute item 58/18
- b. Agendas should be on the PC's website
  - the clerk had put all agendas back to July 2015 onto the website
- c. Risk assessments should be completed when inspecting the bus shelter, playing field and winding the memorial clock
  - see minute item 55/18 (i) clerk's report
- d. Review asset register – Recommended that the asset register should be reviewed annually. Also, when the value of an asset was unknown a nominal cost of £1.00 should be added. RESOLVED to review annually
- e. Recommendation to form a personnel committee – to be considered

- B. Annual Governance Statement – The Annual Governance Statement 2017/2018 was discussed and approved by the members of Roxby-cum-Risby Parish Council and signed by the Chairman and Clerk/Responsible Finance Officer.
  - C. Accounting Statements - The clerk/RFO presented the Accounting Statements 2017/2018 for Roxby Parish Council. These were approved by the members of Roxby Parish Council and signed by the Chairman and Clerk/RFO.
  - D. Agreed dates for public notice for period of exercise of public rights to 2017/18 accounts would go on the website and noticeboards from 8 June 2018 showing inspection dates as 11 June 2018 to 20 July 2018
- ii) To receive updates regarding finance and agree payments - the finance report was tabled and accepted.

**Account Balances as at 30 April 2018**

Community Account	
Balance as at 30 April 2018:	£7581.64
Business Money Manager (Village Hall Fund)	
Balance as at 30 April 2018:	<u>£14010.92</u>
Total balances as at 30 April 2018	£21592.56

**PAYMENTS**

The following cheques were presented at this month's meeting for payment.

Cheque No.		£	
101208	Mrs J Curtis	21.58	Reimbursement for purchase of ink cartridges
101209	ERNLLCA	287.84	Membership 2018-19
101210	VANL	20.00	Q4 payroll and year end 2017-18
101211	VANL	20.00	Membership 2018-19
101212	Barton Mowing	168.00	2 grass cuts March 2018
101213	B Brooks	115.00	Internal audit 2017-18
101214	Mrs J Curtis	232.02	Salary March and April 2018 Mrs J Curtis
101214	Mrs J Curtis	20.00	Expenses March and April – telephone
101215	HMRC	24.60	Employee tax March 2018
101216	HMRC	22.60	Employee tax April 2018
101217	Barton Mowing	168.00	2 grass cuts April 2018
<b>Proposed: C Hodge</b>			<b>Seconded: C Webster</b>

- iii) Review Clerk's salary – The Chairman asked the clerk to leave the room whilst members reviewed her salary. On her return, she was informed she would receive a 2% increase and move up one spinal point on the pay scale, which would increase her salary to £1758.91 per annum commencing 1 June 2018. The Clerk's contract would be amended and signed at the next meeting.

**57/18 REVIEW LOCAL COUNCILS INSURANCE POLICY**

The annual renewal was due 1 June 2018 for the 3<sup>rd</sup> year of reduced premiums. The policy was reviewed and considered adequate. RESOLVED to review annually.

**58/18 REVIEW POLICIES**

The Financial Regulations, Standing Orders and Code of Conduct had been emailed to councillors prior to the meeting. Councillors agreed that no amendments were needed at this time. TJ reported that a new set of standing orders were being produced by NALC to include Data Protection. RESOLVED to review all policies annually

**59/18 ITEMS FOR INCLUSION ON THE JULY PARISH COUNCIL MEETING AGENDA**

- i) 2018 Centenary Celebrations
- ii) Parking on grass verges
- iii) Dog fouling
- iv) Village image – to consider joining CPRE best kept village in 2019
- v) Landfill site
- vi) Playing field
- vii) Planning applications
- viii) Village Hall
- ix) Road Surfacing
- x) Finance report

**MEETING CLOSED 8.40 pm**

Date of the next parish council meeting Wednesday 11 July 2018 at 7.15 pm

Signed .....  
Chairman

Date .....