

ROXBY CUM RISBY PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
8 MAY 2019 AT 7.15 PM IN THE METHODIST SCHOOLROOM**

43/19 PRESENT

Parish Councillors: T Jackson (outgoing Chairman), P Farmery, R Lockwood,
S Smaza, C Webster
Ward Councillors: I Glover and Holly Mumby-Croft
Parish Clerk: J Curtis

44/19 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

The outgoing Chairman T Jackson thanked parish councillors and ward councillors for all their help and support during his Chairmanship. He asked for nominations to appoint a new chairman. Councillor S Smaza was nominated. Proposed by PF and seconded CW. There were no other proposals and all councillors agreed. Councillor S Smaza accepted and the Declaration of Acceptance of Office was duly signed and witnessed.

At this point a presentation was made to T Jackson thanking him for his hard work as a councillor for many years and chairman for the last four years.

Declaration of Acceptance of Office forms and Declaration of Interest forms were received from councillors duly signed and witnessed.

Proposals for the position of Vice Chairman were deferred until the next meeting.

45/19 DECLARATION OF INTEREST

No interests declared.

46/19 APOLOGIES

None

47/19 TO RESOLVE MINUTES OF THE LAST MEETING

RESOLVED: The minutes of the meeting held 13 March 2019 were accepted as a true record and signed by the Chairman.

Proposed: R Lockwood

Seconded: C Webster

48/19 MATTERS ARISING NOT COVERED BY THE AGENDA

- i) It was suggested reverting back to the annual parish meeting following the parish council meeting in March. The parish council meeting would start at 6.45pm followed by the annual parish meeting starting at 7.15pm.

Proposed: P Farmery

Seconded: C Webster

RESOLVED: The next annual parish meeting would take place 7.15pm 11 March 2020.

- ii) As there were 4 councillor vacancies, CW suggested putting a "notice for casual vacancies" in the next Out and About magazine. It would hopefully attract some residents to consider becoming parish councillors. CW to arrange.

49/19 PARKING ON GRASS VERGES

There had been no incidences of residents parking on the grass verges since the last meeting. Unfortunately, there were now problems on North Street with some residents having difficulty accessing their driveways. The situation would be monitored.

MINUTE CLOSED

Signed
Chairman

Date

50/19 NEIGHBOURHOOD PLAN

After discussion it was decided to take a look at Appleby's Neighbourhood Plan before deciding whether it would be beneficial to produce a plan for Roxby Parish.

51/19 DOGFOULING

Ongoing problem but not too bad at the moment.

52/19 VILLAGE IMAGE

The clerk mentioned that the internal auditor had pointed out that the soldier, which had been made for the Remembrance Sunday celebrations should be added to the Asset register as it had been purchased by the Parish Council.

Planters: TJ had passed some documentation regarding planters to SS. SS would go through this. Agenda item for next meeting

The bus shelter roof had started to rot. CW suggested boarding it and covering it in shingles so that it maintains the look. RL and CW would organise the repair.

53/19 LANDFILL SITE

The minutes had been received from the last meeting. CW said it was going well and the lifespan of the site had gone down to 5 years. The Environmental Agency were monitoring the site and keeping everything in check. PF agreed to attend future meetings.

54/19 PLAYING FIELD

The playground inspection report had been received. There were a few minor issues needed addressing.

- i) the old cradle swings had been taken down and RL would weld the top brackets, which had deteriorated through wear and tear.
- ii) On the new swings the bushes had worn through. CW would order 4 new bushes at £3 each.
- iii) the basketball hoop needed rubbing down and painting. There was also a poor weld on the outer leg which needed redoing and there were some gaps that needed covering up.
- iv) The safety surface had signs of surface shrinkage and needed monitoring.

55/19 DATA PROTECTION

The clerk reported that the internal auditor had approved the Consent forms for employees and the public, which the clerk had created. She asked councillors to complete and return their forms. The public consent form would be uploaded to the website.

56/19 PLANNING APPLICATIONS

PA/2018/2305: Outline planning permission to construct 10 dwellings and associated roads and drainage works with all matters reserved for subsequent approval

Site location: fields and spare land at end of Old Hall Lane, Roxby

DECISION: not yet determined

No new applications

57/19 ROAD SURFACING

There were numerous puddles developing.

A new one had developed on North Street opposite the church.

The puddle at the bottom of Cringlebeck was so large that motorists had to drive round it. It was due to a blocked pipe, which was the farmer's responsibility to unblock.

There were numerous potholes on Brackenholmes

Signed
Chairman

Date

58/19 CORRESPONDENCE

Humberside and Wolds Rural Action had written to bring attention to the services they offer. The clerk would write to say they could put a poster on the public noticeboard outside the carpenter's shop.

59/19 REPORTSi) **Clerk**

Risk assessments. The internal auditor had pointed out that the risk assessments for inspecting the playground and bus shelter should be presented at each meeting for sign off by the Chairman as proof that these areas were being regularly checked.

CW said that the nettles needed clearing on the path to the playground. PF said she would clear them. CW said there had been bottles left in the playground last week but they had been removed.

ACTION: PF would ask CH whether K Barley had received the form for the playground

ii) **Parish Councillors**

RL reported that the gateway to the public footpath down to Risby warren on Warren Lane was blocked by muck and debris washed off the fields.

ACTION: IG would ask who the footpath belonged to.

iii) **Ward Councillors**

None

60/19 FINANCE REPORT

i) Consider the accounting statements:

A. The internal audit for 2018-19 had been carried out on 29 April 2019. The auditor approved and signed off the audit with the following recommendations:

- a. That the Chairman should sign off the Bank Statements at each meeting
- b. That the pages of the minutes should be numbered consecutively throughout the year.
- c. That the clerk's place of work should be added to the clerk's contract.
- d. That the Parish Council should form a personnel committee.

B. Annual Governance Statement – The Annual Governance Statement 2018/2019 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 2018/2019 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 2018/19 accounts would go on the website and noticeboards from 3 June 2019 showing inspection dates as 17 June 2019 to 26 July 2019

ii) To receive updates regarding finance and agree payments - the finance report was tabled and accepted.

Signed
Chairman

Date

ACCOUNT BALANCES AS AT 30 APRIL 2019

Community Account	
Balance as at 30 April 2019:	£10129.03
Business Money Manager	
Balance as at 30 April 2019:	<u>£4029.75</u>
Total balances as at 30 April 2019	<u>£14158.78</u>

PAYMENTS

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

Cheque No.		£	
101256	Mrs J Curtis	239.76	Clerk's Salary Mar and Apr 2019
101256	Mrs J Curtis	45.00	Expenses Mar/Apr – tel. and printer cartridge
101257	HMRC	24.20	Employee tax March 2019
101258	HMRC	29.20	Employee tax April 2019
101259	BHIB Ltd	245.74	local councils' insurance renewal
101260	VANL	20.00	Membership 2019/2020
101261	Barton Mowing	168.00	2 grass cuts March 2019
101262	Barton Mowing	252.00	3 grass cuts April 2019
101263	B Brooks	125.00	Internal audit 2018-2019

Proposed: P Farmery

Seconded: R Lockwood

- 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 her salary would move up one spinal point on the pay scale to SCP15 grade, which would increase her salary to £1857.96 per annum. The Clerk's contract would be amended and signed at the next meeting.
- iv) Proposed by R Lockwood Seconded: C Webster

61/19 REVIEW LOCAL COUNCILS INSURANCE POLICY

The annual renewal was due 1 June 2019. The premium had reduced slightly with a further reduction for agreeing to take the policy over a 3-year period. The policy was reviewed and considered adequate. RESOLVED to review annually.

Proposed: P Farmery

Seconded: R Lockwood

62/19 REVIEW POLICIES

Councillors agreed that no amendments were needed at this time to the Financial Regulations and Code of Conduct. The clerk reported that a new set of standing orders were being produced by NALC to include Data Protection. The clerk had emailed the PC's existing standing orders to Steve Shaw-Wright at ERNLLCA to check whether significant changes were required. RESOLVED to review all policies annually

63/19 ITEMS FOR INCLUSION ON THE JULY PARISH COUNCIL MEETING AGENDA

- i) Appointment of Vice-Chairman
- ii) Dog fouling
- iii) Village image - planters
- iv) Landfill site
- v) Playing field
- vi) Planning applications
- vii) Road Surfacing
- viii) Finance report

MEETING CLOSED 8.40 pm

Date of the next parish council meeting Wednesday 10 July 2019 at 7.15 pm

Signed

Chairman

Date