

ROXBY CUM RISBY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 11 MAY 2022 AT 7.15PM IN THE METHODIST CHAPEL SCHOOLROOM

PRESENT

Parish Councillors: S Smaza (Chairman); C Webster (Vice-Chairman); P Farmery (Vice-Chairman);
M Earp, R Lockwood; M Verran,
Ward Councillors: C Ross; J Lee
Parish Clerk: J Curtis

2022/1 ELECTION OF CHAIRMAN

Councillor S Smaza was nominated. Proposed by PF and seconded CW. All councillors agreed. Councillor S Smaza accepted the chairmanship and signed the Declaration of Acceptance of Office.

2022/2 ELECTION OF VICE-CHAIRMAN

P Farmery and C Webster accepted the office of Vice-Chairman for the coming year.

2022/3 APOLOGIES

None

2022/4 DECLARATIONS OF INTEREST

None

2022/5 TO RESOLVE MINUTES OF THE LAST MEETING

RESOLVED: The minutes of the meeting held 9 March 2022 were accepted as a true record.

Proposed: R Lockwood

Seconded: P Farmery

2022/6 MATTERS ARISING NOT COVERED BY THE AGENDA

None

2022/7 TO CONFIRM ALL COUNCILLORS HAVE REVIEWED THEIR DECLARATIONS OF INTEREST

All councillors had reviewed their Declarations of Interest and reported any changes. The amended declarations had been forwarded to North Lincolnshire Council for their website.

2022/8 TO CONSIDER THE ANNUAL INTERNAL AUDIT REPORT 2021-22

The internal auditor had approved and signed off the audit, with the following recommendations:

- S137 expenditure should be recorded in the minutes and fall within the spending limits.
- The PC should consider forming a personnel committee
- Recommended all councillors should have separate email addresses from personal email addresses.
- Risk assessments should be carried out on items on the asset register.

2022/9 REVIEW OF POLICIES: STANDING ORDERS/FINANCIAL REGULATIONS/ CODE OF CONDUCT

The current code of conduct and standing orders were on the website.

The internal auditor had advised that the PC's current financial regulations appeared to be out of date and should be replaced by the model financial regulations found on the ERNLLCA website.

Signed Date
Chairman

2022/10 EXTERNAL AUDIT

- a. The Annual Governance Statement 2021/2022 was discussed and approved by the members of Roxby-cum-Risby Parish Council and signed by the Chairman and Clerk/Responsible Finance Officer.
- b. Accounting Statements - The clerk/RFO presented the Accounting Statements 2021/2022 for Roxby Parish Council. These were approved by the members of Roxby cum Risby Parish Council and signed by the Chairman and Clerk/RFO.
- c. To consider and approve the Certificate of Exemption 2021-22.
Councillors approved the Certificate of Exemption 2021/2022. It was signed by the Chairman and Clerk. The clerk would email it to the external auditor.
- d. Agree dates for public notice for period of exercise of public rights to 2021-22 accounts.
The public notice would be placed on noticeboards from 20 June 2022 where it would remain for at least 30 working days.

2022/11 FINANCE REPORTS

- i) To receive updates regarding finance and agree payments.

Paid by BACS transfer April 2022

21.04.22	Rick's Grass and Tree Care	192.00	Inv. 1148 6 April grass cut
26.04.22	Rick's Grass and Tree Care	192.00	Inv. 1151 26 April grass cut

Bank Charges

21.04.22	March 2022	8.00	Fee for maintaining account
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For approval

11.05.22	HMRC	46.80	Month 12 Income tax
11.05.22	HMRC	39.80	Month 01 Income tax
11.05.22	J Curtis	372.56	Net Salary & WFH allowance Mar and April
11.05.22	J Curtis	10.79	Travel expenses for pc mtg 11 May 2022
11.05.22	Barton Mowing	188.40	2 grass cuts March
11.05.22	ERNLLCA	334.59	membership 2022/23 NALC affiliation
11.05.22	Rick's Grass and Tree Care	192.00	1 grass cut April
11.05.22	J Curtis (Cartridge People)	34.03	purchase print cartridges using Barclaycard
11.05.22	Barton Mowing	236.40	3 cuts in April
11.05.22	Kyanite Consulting	24.00	Biffa update for website
11.05.22	Rick's Grass and Tree Care	192.00	1 grass cut April
11.05.22	Epworth & Scun Methodist	72.00	6 room hires
11.05.22	BHIB Ltd	243.85	local councils' insurance 2022-23
11.05.22	B Brooks	200.00	2021/22 internal audit

ACCOUNT BALANCES AS AT 30 APRIL 2022**Community Account**

Balance as at 30 April 2022: 12942.69

Business Money Manager

Balance as at 30 April 2022: 4041.22

Total balances as at 30 April 2022: 16983.91

Signed Date
Chairman

The net balances reconcile to the receipts and payments ledger, as follows**Community Account**

Opening balance 1 March 2022	6617.29
<u>Add receipts:</u>	7793.87
<u>Less payments by BACS:</u>	1460.47
<u>Less payments by DR:</u> Bank charges	8.00
Closing balance as at 30 April 2022	<u>12942.69</u>

Business Money Manager

Opening balance 1 March 2022	4041.11
<u>Add receipts:</u>	0.11
Closing balance as at 30 April 2022	<u>4041.22</u>

The clerk talked through the end of year finance report. The chairman asked for a proposer and seconder and signed the report

Proposed M Verran

Seconded C Webster

ii) Changing banks

The application to open an account with Virgin Money was progressing nicely. The clerk would keep councillors informed of progress.

iii) To review and approve the financial risk assessment.

The clerk talked through the risks identified: assets owned by the parish council, control of financial management and insurance provision and the existing controls in place and review dates for each. Councillors approved the risk assessment which would continue to be reviewed on an annual basis. The chairman and clerk signed the risk assessment

iv) To review and approve the asset register.

The new planter on the corner of West Street had been added to the asset register with a nominal cost of £1. The sleepers used to make it had been donated by Biffa.

The asset register year ending 31 March 2022 was accepted by councillors and signed by the chairman.

Proposed: P Farmery

Seconded: R Lockwood

2022/12 REVIEW OF BHIB INSURANCE POLICY

The policy was reviewed and met the needs of the Parish Council. It was agreed to renew the policy on a 3-year basis to pay the reduced rate which was within pence of the previous rate.

2022/13 LANDFILL SITE

Very few smells happening. Since issuing Biffa with a formal warning in the past, the Environment Agency had been doing regular checks and was pleased with them at present. CW had requested funding for the Out and About magazine and putting the Residents' Updates on our website but they had not released the money to date. Councillors considered whether it was viable to continue uploading the Residents Update if the money was not forthcoming. To be reviewed at the July meeting.

2022/14 DOGFOULING

Only one or two incidents since last meeting. However, mass drops in dog waste bins still happening. SS mentioned the dog waste composter he had, which worked very well.

Signed Date
Chairman

2022/15 VILLAGE IMAGE

- i) Roxby – grass cutting
- Residents had commented that the grass cutting was the best it had ever been since the new contractor had started. The contractor had been sending photos to the clerk of any findings in the villages, for example, obstructions on verges preventing them being cut.
 - Two of the planters in Roxby had been stolen. They had been purchased with Spring in Bloom grant money. NLC and the police had been informed (crime number 16/53553/22). RL said he could supply two tractor tyres, which could be used as planters to go in front of the village signs. All councillors agreed it was a good idea. PF and JC had been to Brigg Garden Centre to purchase plants for the planters and new hanging baskets.
 - PF was concerned about the hanging baskets being stolen. They would need to be positioned high. ME would ask his company if they would donate a dummy camera.
- ii) Dragonby
- The grass cutter had reported the fingerpost was down for the footpath. It had now been put back.
 - The enlarged bench base had been put down. Councillors would organise getting the bench put back in place once the base had settled.

2022/16 PLAYING FIELD

ME offered to give the hedges a light trim and tidy up any areas ready for the Queen's Platinum Jubilee party in the park on 5 June. He mentioned the slide was a bit rusty and needed a lick of paint. Emma had spoken to clerk regarding hire of a bouncy castle for £130. RC had offered to donate £100 towards the cost. The company had public liability insurance in place. The clerk requested all receipts. She had not heard from Community Grants as yet. DF would be making a game.

Broughton would be doing a beacon lighting on Thursday 2 June. Also, Winterton would also be lighting a beacon at the Pavilion.

The clerk was waiting to hear back from Andrew Percy's office about a grant for new play equipment. She would get in touch again.

2022/17 PLANNING APPLICATIONS

PA/2022/758: Planning application to vary condition 1 of PA/2021/1960 to allow for external material changes: The Old Hall, 36 North Street, Roxby, DN15 0BL. The clerk would be submitting comments before the deadline.

PA/2022/39: AMENDED PLANS at Scotney Farm, Access Road to Scotney Farm, Roxby DN15 9RA. Planning permission to erect annex attached to existing building and carry out alterations to provide living accommodation granted.

PA/2022/38: to undertake a 4m crown lift of two horse chestnut trees within Group 2 at 4 Roxby Hall Farm, South Street, Roxby, DN15 0BP. Consent to cut down or carry out work on trees protected by a tree preservation order granted.

PA/2021/659: Planning application Appeal to vary condition 2 of PA/2020/1228 to allow for changes to boundary at Hatikvah House, North Street, Roxby, DN15 0BL Decision: The appeal was dismissed.

The home owner had put forward a proposal to Cllr Janet Lee, who had visited him at home, to find out whether NLC would consider extending the crash barrier outside his property on the A1077. Cllr JL would put his case forward. All councillors were in agreement with the suggestion in view of the fact a car had gone through the hedge in the past.

Signed Date

Chairman

2022/18 ROADS

- i) Bridle way 159: Alps college to Bagmoor Lane. Managed by Network Rail, the level crossing had been closed for 6 months for refurbishment. An extension for another 6 months had been submitted. Popular with mountain bikers.
- ii) The pot holes on Brackenholmes Lane near the duck pond were still there. A problem was that natural springs kept breaking out and pushing the road up. Cllr JL would report them again.

2022/19 MEDIA: FACEBOOK/WEBSITE

The clerk needed to find out how to set up the target audience ie the residents of Roxby. PF had put a notice on the Roxby village site when the planters had gone missing and it had been well read. CW had received a £5 donation from a resident to help buy some replacements. It was suggested buying a plant with the donation.

2022/20 CORRESPONDENCE

The clerk mentioned the number of emails received for play equipment and asked if councillors were interested in getting quotes from any of the companies. It was agreed to stick with the 3 companies that NLC had used.

2022/21 FLOODING IN ROXBY – UPDATE

Was awaiting a good downpour to see if any of the changes implemented had made any significant changes. Councillors hadn't heard whether RC had arranged the meeting with the drainage board. If it did rain heavy the two ward councillors would be out to inspect. They reiterated that all homeowners would have to be in agreement to get the work done.

2022/22 REPORTS:

- i) Clerk
Nothing further to report
- ii) Parish Councillors
CW: 50 plastic bags, which were the remains of a cannabis farm had been dumped on Warren Lane.
CW and his wife had attended the Spring in Bloom presentation meeting at NLC and received a cheque for £292.
SS: Green Energy Park the application had been withdrawn. Members were waiting to see if another application would be submitted.
SS: had attended the NATS meeting via Zoom nothing significant to report. He would attend the next meeting.
- iii) Ward Councillors
 - The fly tipping at Sawcliffe had been removed but there some more had been dumped.
 - CR had investigated clock companies to service the war memorial clock in Roxby. CW had also looked at various companies. Cumbrian Clocks had refurbished the clock in 2014 and had quoted £185 to service the clock.
 - Over 75-year-olds were currently being vaccinated through their primary care doctors or through the Ironstone centre. Take up had been positive and there was talk of a fifth vaccine for the clinically vulnerable later in the year.
 - The council was working with the CCG to deliver vaccinations to over five-year-old who wish to take up the vaccine.
 - The council had been shortlisted with 70 other councils to access a share of a multimillion-pound GOVERNMENT INVESTMENT to continue to develop the full family hub program throughout North Lincolnshire. The program would seek to help families deal with parenting, mental health issues, and other social issues affecting the family.
 - The council had provided some additional financial support for older people in the lowest income bracket.

Signed Date
Chairman

- In the past four weeks the council had awarded £60 worth of food vouchers to 3200 pensioners eligible for pension credit and council tax relief, and a further £70 to 1213 pensioners who also access council tax benefit.
- This was in addition to the £150 that would be paid to property Occupiers in Cash to help out with household bills. The council was currently planning to pay this in early May, once all the necessary anti-fraud checks had been completed for eligible properties.
- North Lincolnshire Council was supporting just over 100 evacuees from the Ukraine who were settling with families throughout the county. They were being supported with education, employment and other needs during their resettlement in our area.
- Mayoral elections next week.

2022/23 DATES OF MEETINGS FOR 2022/2023 WERE AGREED AS FOLLOWS:

13 July 2022, 14 September 2022, 9 November 2022, 11 January 2023,
8 March 2023

Annual Parish meeting followed by annual parish council meeting 10 May 2023

2022/24 ITEMS FOR INCLUSION ON THE NEXT PARISH COUNCIL MEETING AGENDA

- i) Dog fouling
- ii) Village image:
 - i. Roxby
 - ii. Dragonby
- iii) Landfill site
- iv) Playing field
- v) Finance report
- vi) Changing Bank
- vii) Planning applications
- viii) Roads
- ix) Media: Website/Facebook
- x) Correspondence
- xi) Flooding in Roxby
- xii) Reports: clerk, parish councillors, ward councillors
- xiii) Attracting new parish councillors

MEETING CLOSED 8.58 pm

Date of the next parish council meeting Wednesday 13 July 2022 at 7.15 pm.

Signed Date
Chairman