

ROXBY CUM RISBY PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
24 MAY 2023 AT 7.15PM IN THE METHODIST CHAPEL SCHOOLROOM**

The clerk received the signed Declarations of Acceptance of Office from elected councillors. In her absence Cllr P Farmery had signed her Declaration of Acceptance of Office of Councillor and given it to the clerk.

PRESENT

Parish Councillors: S Smaza (outgoing Chairman), C Webster; M Earp, R Lockwood; M Verran,
Ward Councillor: Cllr R Ogg
Parish Clerk: J Curtis

2023/38 ELECTION OF CHAIRMAN

The outgoing Chairman Cllr Smaza thanked councillors for all their help and support during his Chairmanship. He asked for nominations to appoint a new chairman. Cllr Farmery had confirmed prior to the meeting that she wished to be nominated for the office of Chair. There were no other nominations. Proposed by Cllr Webster and seconded Cllr Lockwood. Councillors unanimously agreed. The clerk would arrange to receive Cllr Farmery's signed Declaration of Acceptance of Office of Chair before the next meeting.

2023/39 ELECTION OF VICE-CHAIRMAN

Cllr Smaza asked for nominations for Vice-Chairman. It was proposed that Cllr Webster and Cllr Verran share the role. They both agreed to accept the role of Vice-Chairman and signed the Declaration of Acceptance of Office.

Cllr Webster agreed to chair the meeting.

2023/40 APOLOGIES

Cllr. Farmery

2023/41 DECLARATIONS OF INTEREST

- a) To record declarations of interest by any member of the council in respect of the items listed below. Members declaring interests should identify the item and type of interest being declared.

Item 2023/47 (a) Cllr Lockwood – Payment of Invoice for grass cutting PRowS in Roxby and Dragonby - £190

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

None

2023/42 TO RESOLVE MINUTES OF THE LAST MEETING

RESOLVED: The minutes of the meeting held 8 March 2023 were accepted as a true record.

Proposed: Cllr Lockwood

Seconded: Cllr Verran

2023/43 MATTERS ARISING NOT COVERED BY THE AGENDA

None

2023/44 TO CONFIRM ALL COUNCILLORS HAVE REVIEWED THEIR DECLARATIONS OF INTEREST

All councillors had completed their Declarations of Interest which the clerk would forward to North Lincolnshire Council.

Signed Date

2023/45 TO CONSIDER THE ANNUAL INTERNAL AUDIT REPORT 2022-23

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

- S137expenditure should be recorded in the minutes and fall within the spending limits.
- Following recommendations in the 2021-22 internal audit report a personnel committee had been formed.
- Recommended all councillors should have separate email addresses from personal email addresses. Action: The clerk would speak to Kyanite Consulting again.
- Risk assessments should be carried out on items on the asset register.

2023/46 EXTERNAL AUDIT

- a. The Annual Governance Statement 2022/2023 was discussed and approved by the members of Roxby-cum-Risby Parish Council and signed by the Vice-Chairman and Clerk/Responsible Finance Officer.
- b. Accounting Statement - The clerk/RFO presented the Accounting Statements 2022/2023 for Roxby Parish Council. These were approved by the members of Roxby cum Risby Parish Council and signed by the Vice-Chairman and Clerk/RFO.
- c. To consider and approve the Certificate of Exemption 2022-23.
Councillors approved the Certificate of Exemption 2022/2023. It was signed by the Vice-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 2022-23 accounts.
The public notice would be placed on noticeboards from 13 June 2023 where it would remain for at least 30 working days.

2023/47 FINANCE REPORTS

- a. Year End Accounts - to receive and approve reports
 - Income/Expenditure Report 2022/23 - APPROVED
 - Bank Reconciliation 2022/23 - APPROVED
 - Variance Report 2022/23 - APPROVED

The clerk talked through the end of year finance report. Councillors unanimously approved the year end accounts and the Vice-chairman signed the reports.

- b. To receive updates regarding finance and agree payments for 2022-23
 - To approve the annual payment of the contract for winding the war memorial clock - APPROVED
 - To approve the annual payment of the contract for cleaning the bus shelter APPROVED
 - To agree payment of invoice for £190 from Cllr Lockwood for cutting PROWs APPROVED
- c. To review and approve the financial risk assessment. APPROVED
- d. To review and approve the asset register.
A risk assessment of assets was needed
Action: Deferred to the July meeting.

- 2023/48 REVIEW OF POLICIES: STANDING ORDERS/FINANCIAL REGULATIONS/CODE OF CONDUCT**
All councillors had reviewed and approved the policies **RESOLVED**
- 2023/49 TO REVIEW AND ADOPT THE NEW HEALTH AND SAFETY POLICY AND THE NEW EQUALITY AND DIVERSITY POLICY**
The new policies had been circulated to councillors for approval. All councillors agreed to adopt the policies. **RESOLVED**
- 2023/50 REVIEW OF BHIB INSURANCE POLICY**
The policy was reviewed and met the needs of the Parish Council. It was agreed to renew the policy from 1 June 2023. It was the 2nd year of a 3-year agreement. **APPROVED**
- 2023/51 UPDATE FOR THE NLGEP GROUP**
The next step is for the Examining Authority to write its report and make a recommendation to the Secretary of State. This is due to happen by 15th August 2023. Once the recommendation has been made, the Secretary of State will have a further three months to make their decision. Cllr Verran would continue as a representative for RcRPC and asked if another councillor would consider replacing Cllr Smaza.
- 2023/52 UPDATE ON SOLAR2 FARM**
No further updates since the Community consultation on 16 March 2023 at Roxby Methodist Chapel.
- 2023/53 LANDFILL SITE**
No complaints of smells recently. There had been a reduction in the amount of waste going in. They were well into filling the bottom cell. Biffa said there might be a few more smells in the next few months but they would issue warnings when this is likely to happen. Councillors considered whether it was viable to continue uploading the Residents Update. To be reviewed at the July meeting.
- 2023/54 DOGFOULING**
A resident complained that dog waste had been left at the entrance to her garage. She was considering installing a security camera. Another complainant said a dog had urinated on her front door. There had been some left on the Trods. It is an offence. Dog walkers should have a dog poo bag with them as it was an offence to leave their dog's waste and if caught would be prosecuted. Cllr Webster suggested publishing a notice in the next Out and About magazine.
- Complaints had also been received of horse waste left on the Trods. Cllr Ogg informed councillors that an Equestrian Centre had recently opened in Winterton and they were using the Trogs as part of their route. Winterton residents had complained.
- 2023/55 VILLAGE IMAGE**
- i. Roxby – grass cutting.
Discussion took place about whether the parish council should continue to cut the grass in the churchyard because it is classified as an open churchyard. It should be the responsibility of the Parochial Church Council; however, the PCC did not have the funds to pay for grass cutting in the churchyard. It was believed that responsibility had been transferred to the parish council many years ago. There was no documentation found to support this claim so it may only have been a verbal agreement. Councillors agreed the churchyard was an asset to the village and on that basis agreed to continue to pay for grass cutting.

Signed Date

2023/56 PLAYING FIELD

The clerk would forward the new Health and Safety and Equality and Diversity Policies to NLC to support the grant for playground equipment.

2023/57 PLANNING APPLICATIONS

PA/2023/426: Planning permission for single storey rear extension
Site Location: 20 North Street, Roxby, DN15 0BL

Councillors had approved but with one proviso that the extension was built using reclaimed bricks instead of rendered blockwork.

On 12 May an amended application was received:
AMENDED PLAN D.01/23 D - NEW DOCUMENT Construction Notes

No objections

2023/58 ROADS

The road surface on North Street near the church was breaking up. Also, on West Street. Brackenholmes Lane was extremely bad due to the natural springs breaking out. At the junction of Brackenholmes Lane on Risby Road, the road opposite could also benefit from resurfacing.

2023/59 CORRESPONDENCE

The clerk had received a quote from Rick's Grass and Tree Care of £210 to spray the weeds in Roxby. She had informed Cllr Farmery of the cost. All councillors approved. The clerk would ask the contractor to proceed. APPROVED

2023/60 FLOODING IN ROXBY – UPDATE

Nothing to report.

2023/61 REPORTS:

- i) Clerk
NLC Community Grants were requesting monthly progress reports to support the grant offer for repairing the clock. Cllr Webster would ring Cumbrian Clocks for a date to repair the clock.
- ii) Parish Councillors
The bus shelter roof was leaking. Cllr Lockwood had the materials to repair it.
- iii) Ward Councillors
Cllr Ogg reported all reported flytipping had been cleared.

2023/62 DATES OF MEETINGS FOR 2023/2024 WERE AGREED AS FOLLOWS:

12 July 2023, 13 September 2023, 8 November 2023, 10 January 2024,
7 March 2024.

The Annual Parish meeting followed by annual parish council meeting 8 May 2024

2023/63 ITEMS FOR INCLUSION ON THE NEXT PARISH COUNCIL MEETING AGENDA

- i) Co-option of parish councillor
- ii) Update for the NLGEP group – nominate another representative
- iii) Dog fouling
- iv) Village image:
 - i. Roxby
 - ii. Dragonby
- v) Landfill site - to considered whether to continue uploading the Residents Update to the website
- vi) Playing field

Signed Date

- vii) Finance report
 - to review asset register and undertake a risk assessment
 - to amend the bank mandate
- viii) Planning applications
- ix) Roads
- x) Flytipping
- xi) Correspondence
- xii) Flooding in Roxby
- xiii) Reports: clerk, parish councillors, ward councillors
- xiv) Attracting new parish councillors

MEETING CLOSED 8.50 pm

Date of the next parish council meeting Wednesday 12 July 2022 at 7.15 pm.

Signed Date